

WOOC/TARD ASSIGNMENT TO VACANT CODE APPROVAL REQUEST FORM

Date: _____

Department: _____

Vacant Position Title: _____ Job Code: _____

Please provide information on recruitment plans (if any) for this vacancy:

Approval is requested to assign the following employee the duties of the position listed above:

Emp. ID#: _____ Employee Name: _____

Current Job Code: _____ Current Job Title: _____

Effective Date of Work out of Classification: _____

Assigning Authority Approval: _____ Date: _____

Human Resources Approval: _____ Date: _____

Human Resources must approve prior to Effective date of "Work Out of Classification" Assignment.