



CHECKLIST FOR DEMOTION (VOLUNTARY)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Department		

PREREQUISITE

Note: Prerequisite(s) must be completed and sent to Employment-Human Resources prior to completing this packet
Personnel Requisition (PR)*

[Manual – Include copy with packet](#)

Online

[Demotion \(Voluntary\) Request*](#)

REQUIRED

[Employment Status and Wage Notification](#)

[Job Action Request \(JAR\)](#)

REQUIRED (IF APPLICABLE)

[Personal Information/Emergency Contacts](#)

[Job Share Contract](#)

[Teamsters New Hire Packet](#)

[Underfill Agreement](#)

[Other forms \(if applicable\)](#)

No Copies Needed In Packet

[Bilingual Forms](#)

[Form 700](#)

Incomplete Packets Will Be Returned