



# POSITION NUMBER MODIFICATION

Request Type:

Change Job Code/Title (Extra help or Recurrent Only)

Change Standard Hours

Extra Help to Recurrent

Reactivate Position

Other (Described in Justification Section)

<b>Contact Name (Print)</b>	<b>Department</b>	<b>Telephone</b>
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<b>Effective Pay Period</b>	<b>Position #</b>
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<b>Current Job Code</b>	<b>Change to (New Job Code)</b>
<b>Job Code Title</b>	<b>New Job Code Title</b>
<b>SAP Cost Center</b>	<b>Standard Hours</b>

**Justification:**

**Note:** EMACS-HR/Position Control will notify the department contact of the position action by e-mail or telephone.

<b>CAO Finance Analyst (Print &amp; Sign)</b>	<b>Date</b>
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**Form will be returned if there is no signature**

**Office Use Only**

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This document/form incorporates use of e-signature(s) in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

DISTRIBUTION: Original-EMACS-HR/Position Control (0030)

<b>Keyed By</b> (Employee ID)	<b>Date</b>
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