



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)

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

Justification:

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

CAO Finance Analyst (Print & Sign)	Date
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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)

Keyed By (Employee ID)	Date
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