

## PERSONNEL CHANGE / JOB II FORM

Procedure:

A [Personnel Change/Job II Form](#) is to be completed and submitted to the Personnel Department for any change in an employee's payroll, employment, or personnel records status related to the current appointment. If the appointment is changing, then an Employment Recommendation is needed.

1. Examples of such changes are:
  - a. Change in employment status of classified employees (e.g. from part-time to full-time, from provisional to probationary)
  - b. Employee termination (dismissal, resignation, retirement, layoff, end of term of employment)
  - c. Additional assignment (e.g. clubs/activities)
  - d. Salary changes (appropriate documentation must accompany change form)
  - e. Change in work year or percent of service (if an employee is voluntarily reducing their percent of employment, attach the employee's written request)
  - f. Change of work location or change of supervisor.
  - g. Change of name, address, and telephone number.
2. Employees with WinCapWeb accounts may submit changes regarding address, name, phone number, etc, directly through their WinCapWeb account. Employees that do not have a WinCapWeb account may submit a [Personnel Change](#) form to the Personnel Department for changes in personal information.
3. An Employment Recommendation is to be completed when an unclassified employee receives a new probationary appointment, which changes the appointment status (e.g. from Part-time to Probationary, from Regular Substitute to Probationary, a subsequent Term appointment.) An Employment Recommendation is to be submitted when a classified employee receives an appointment to a different position.
4. When completing the Personnel Change/Job II Form, use the employee's legal name; do not use the employee's nickname.