

Human Resources



## Job Change for Staff

*Submissions for employees in academic units should be routed to Academic Affairs. All others should be sent directly to Human Resources.*

USC ID

Full Legal Name

Effective Date

Job Change:

From:

To:


Comments

Name:

Signature:

Date:

Supervisor:			
Department Head:			
Other req. approval:			

*If form is submitted after the effective date listed above, a late memo indicating reason and prevention plan must be attached. UPS-HR 10-21*