

REASSIGNMENT FORM

Section 1. To be completed by the CURRENT Vice President/Dean/Provost

Employee Name: _____

CUNYID: _____ **Current Position Number:** _____

Current Dept.: _____ **Current CUNYFirst Dept #** _____

Section 2. To be completed by the NEW Vice President/Dean/Provost

Department Reassigned to: _____

CUNYFirst (New)Dept. # _____ **Office Reassigned to:** _____

New Job Code/Functional Title (Contact HR x5436):

Is this move to replace another employee: No Yes

If yes, replaced employee's name: _____

New Room #: _____ **New Mailbox:** _____ **New Phone Ext.** _____

Employee will report to: _____

(Name)

(Position Number)

Section 3. To be completed by Employee's new supervisor*:

The following staff will now report to reassigned employee (Please attach additional sheet, if necessary):

Name _____ Position # _____

***Attach New Job Description and New Organizational Chart.**

Section 4. To be completed by Position Coordinator:

New Position # _____

Does replaced employee require a new position # _____

Section 5. - To be completed by Budget Office

CF Budget Coding: Acct _____ Fund _____ Dept # _____ MP _____

OU _____ Prog _____ FUND SrC _____ Sp Init _____

PID# _____

Section 6. – Human Resources Approval*

Approved _____ **Not Approved** _____

*Upon Approval by University Central Office

Instructions for Completing Reassignment Form

1. VP/Dean/Provost completes section 1 and forwards to new VP/Dean, if different.
2. New VP/Dean/Provost (may or may not be same as above) completes section 2. Please contact HR for new job code/functional title. Then forward to immediate supervisor, if different.
3. Immediate supervisor completes section 3. Position numbers may be viewed in CUNYFirst under Manager self service. New job description and organizational charts must be attached to form. Supervisor forwards form to Human Resources.
4. Position Coordinator completes section 4 and forwards form to Budget.
5. Budget Office completes section 5 and returns form to Human Resources.
6. Human Resources approves upon University approval.