



Transfer/Change/Additional Position

MID Employee

EDUStaff Employee

Other

**Transfers/Change of Status can only happen within one employer. Example: If an EDUStaff employee is being hired by Mid, this form would not be used. Please use the separation form for the EDUStaff appointment and the New Hire form for the Mid position.

Employee's Name: _____ **Effective Date:** _____

Transfer/Change from Current Position:

Position Title: _____

Direct Supervisor Name: _____

Hourly Pay Rate or Annual Salary: _____

ESPA: _____ Grade _____ Step _____ Shift Differential

Adjunct Instructor – Degree Level: _____

Account (GL) Number: _____

Status: Full-Time Part-Time Temp. Student

Hours Scheduled Per Week: _____

Transfer/Change/Update to New or Additional Position:

Transfer Change/Update Add Position

Position Title: _____

Direct Supervisor Name: _____

Hourly Pay Rate or Annual Salary: _____

ESPA: _____ Grade _____ Step _____ Shift Differential Adjunct

Instructor – Degree Level: _____ Account

(GL) Number: _____ Status:

Full-Time Part-Time Temp: Student:

Hours Scheduled Per Week: _____

Comments:

Approval:

Direct Supervisor Signature

Date

VP or Assoc. VP Signature

Date