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| **Reports To - Change Request** |

**Instructions:** *Complete all fields in this form to request a change in the Reports To field in Banner.*

**Note:** ‘Reports To’ is a field in the NBAPOSN form in Banner. ‘Reports To’ relationship ties are important for maintaining organizational structure which is automatically preserved when position numbers are reused for hiring in accordance with effective position control measures.

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| --- | --- | --- | --- | --- | --- |
| **Employee Information** | | | | | |
| Employee UNM ID: | Employee Name (Last, First): | | | | |
| Position Number: | Position Title: | | | | |
| Org Level 3: | Department: | | | | |
| **Reports To Information** | | | | | |
| ***CURRENT*** | | | ***NEW*** | | |
| Reports To Position #:  Reports To Title:  Reports To Name:      ***Not required if vacant.*** | | | Reports To Position #:      ***Note: This cannot be a vacant position. Please assign a filled interim position until vacancy is filled and then update again.***  Reports To Title:  Reports To Name: | | |
| Effective Date:       *(This is the date the change will be made in Banner.)*  Reason for Change: | | | | | |
| **Approval** | | | | | |
| Signature indicates the undersigned has reviewed and approves of the change requested on this form. | | | | | |
|  |  |  | |  |  |
| Signature | Print Name | | Date |
|  |  |  | | | | |
| Title |  | Organization/Department | | | |

**Route Completed Form**

* **Staff Positions** – send Attn: HR Transaction Center  
  Hand deliver to John and June Perovich Business Center, Suite 3700 or mail to MSC01-1224
* **Faculty Positions at Main/Branch Campuses** – send Attn: Office of Faculty Affairs and Services  
  Hand deliver to Scholes Hall, Room 231 or mail to MSC05-3400
* **Faculty Positions at HSC (CON, COP, COPH)** – send Attn: HSC Faculty Contracts Office  
  Hand deliver to Health Sciences Library & Informatics Center, Suite 130 or mail to MSC09-5095
* **Faculty Positions at SOM** – send Attn: SOM OFACD  
  Hand deliver to Basic Med Sciences Bldg., Room 182A or mail to MSC08 4730
* **Student Positions** – sent Attn: Student Employment  
  Email to stuemp@unm.edu