HUMAN RESOURCES

Term to Regular

In order to transition from a term position to a regular position the employee must have been hired through a competitive process. This change does not allow a salary change.

Was the employee hire through a competitive process? Yes ☐ No ☐ ***If "No" STOP and contact your HR Consultant***

UNMJobs Requisition Number:

Employee Name: Banner ID:

Position Title: Position Number and Suffix:

Department: Org Code: Effective Date:

Reason for Change

Return form to your HR Consultant

Approvals

Employee's Signature	*Supervisor's Signature*	*Department Authority's Signature*

Human Resources