**RECOMMENDATION FOR WITHIN LOCATION TRANSFER / POSITION ADD / POSITION CODE UPDATES**

**Greenville County Schools**

FAX: 355-3975

Admin/Professional  Teacher  Salaried  Classified Salaried  After School, School Hourly

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LOCATION:** |  | **Three digit code:** |  | **Effective Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME**: |  | **EMPLOYEE NUMBER:** |  |

**All *New Hires*, *Rehires* and *New Location Transfers* MUST initially be**

**processed through Lawson Career Management before using this form**

**TO MAKE CHANGES TO *CURRENT* EMPLOYEES, PLEASE COMPLETE ONE OF THE FOLLOWING AS IT APPLIES:**

* The above employee has been hired, rehired or transferred through Lawson Career Management and requires position updates in Lawson:  YES  NO

If yes, please include the following: Lawson Career Management Requisition #:       Requisition FTE:      

* The above is a ***current employee*** that requires an update to at least one of the following: Position Code(s), FTE, Subject/ Grade Level, **WITHIN** Location Position Code Transfer, or Position Add at a New Location Only: YES  NO

|  |
| --- |
| **Reason For Update: (please check all that apply)**  **FT to PT**  **PT to FT**  **Add a position  Position Code Change  Grade Level/Subject Change  FTE Change**  **Enter Position Codes for the following:** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Transfer from: | |  | | Transfer to or Position to Add: | | |  | | FTE for this position: |  | |
| Transfer from: | |  | | Transfer to or Position to Add: | | |  | | FTE for this position: |  | |
| Transfer from: | |  | | Transfer to or Position to Add: | | |  | | FTE for this position: |  | |
| Transfer from: | |  | | Transfer to or Position to Add: | | |  | | FTE for this position: |  | |
| Transfer from: | |  | | Transfer to or Position to Add: | | |  | | FTE for this position: |  | |
| Transfer from: | |  | | Transfer to or Position to Add: | | |  | | FTE for this position: |  | |
| **For Teachers:** | Grade: | |  | | Subject/Content Area: |  | | **TOTAL FTE:** | | |  | |

**FOR ALL ACTIONS:**

|  |
| --- |
| Does this person have relative(s) currently employed in the school district?  YES  NO Working Retiree?  YES  NO |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If yes, NAME: |  | Relationship: |  | Location: |  |

|  |  |  |
| --- | --- | --- |
| Is this action a replacement for someone who resigned, transferred, etc.? | YES  NO | |
| Date of Termination/Resignation: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| If yes, NAME: |  | Reason for Vacancy: |  |

SIGNATURE of Manager: Date:

HR Signature: Date:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 27 | 28 | 30 | 31 | 32 | 33 | 34 |

**FOR HUMAN RESOURCE USE ONLY**

Contract Stipulations

Position Code Change Only  Transfer Letter Salary Schedule:

Grade Level/Subject Change Only  New Contract Pay Step/Grade:   
 Type: