



**MIDWESTERN
STATE UNIVERSITY**

3410 Taft Boulevard
Wichita Falls, Texas 76308-2099
Phone: 940.397.4221 | Fax: 940.397.4780

REQUEST TO CHANGE/ADD POSITION TITLE
For maintenance of the MSU Pay Plan. NOT a request for Budget Approval

Request is hereby made for a Pay Plan staff position title and job class code change/addition.

Attach or email new job description to Dawn Fisher: dawn.fisher@msutexas.edu

(The Pay Plan and job descriptions are available through a link on the [Human Resources Compensation webpage](#).)

Department Completes: (Complete appropriate request below)

<input type="checkbox"/> Request a Title Change OR <input type="checkbox"/> Request a New Position Title	
Request New Title:	
Current Title (Change only):	
Current Job Class Code:	Effective Date:

Justification: (If a title change: Explain the changes in requirements or additional responsibilities)	
Submitted by:	Date:

Approval Signatures	
Director/Dean:	Date:
Vice President/Provost:	Date:
Director of Human Resources:	Date:
President:	Date:

Human Resources Use Only:

Job Class Code:	Pay Grade:
ORP Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt
EEO Code:	PCLS: <input type="checkbox"/>
AUDT:	PP: <input type="checkbox"/> I <input type="checkbox"/> II
Name of Affected Employee:	
Received: <input type="checkbox"/> Request Form <input type="checkbox"/> Job Description <input type="checkbox"/> EPAF <input type="checkbox"/> Internal Promotion	
Distribution: <input type="checkbox"/> Business Office	