



Position Change Form Check List

This form is to be used for any internal position change, once completed filed by Payroll in REDMAP.

Name

Effective Date

Current Position:

Department

Position

Change Position to:

Department

Position

Remuneration Rate

Check List:

New PD completed and signed.

Change of contract completed and signed.

Wage review if required.

Wage review form signed.

Org Chart updated by losing Manager.

Org Chart updated by gaining Manager.

Network Central updated if required.

Current Manager sign off agreed to release.....

New Manager sign off.....

SLT Member sign off and informed.....

IT Manager informed – Network Central sign off.....

Payroll sign off and make changes and file as complete.....