To process a change in supervisor for an employee:

1. Contact Human Resource Management (HRM) to discuss the anticipated change.
2. Meet with the employee to advise employee of the change in their supervisor.
3. After meeting with the employee, document the change in supervisor through a letter to the employee. Template letter is available at <http://hr.buffalostate.edu/forms>.
4. Prepare a new performance program and job description. Forms available at <http://hr.buffalostate.edu/performance-management>.
5. Complete and route this form to Human Resource Management, Cleveland Hall 403.

If a change in supervisor also involves a change in department, please prepare and route a Current Employee Change Form. Forms are available at <http://hr.buffalostate.edu/forms>.

### Employee Information

|  |  |
| --- | --- |
| Employee Name: |       |
| Budget Title: |       |
| Department: |       |
| Current Supervisor: |       |

### Change Requested

|  |  |
| --- | --- |
| New Supervisor: |       |
| Effective Date of Change: |       |
| Employee Campus Address/Phone (if changes): |       |
| Reason for Change: |
| [ ]  reorganization [ ]  change in duties [ ]  supervisor left [ ]  other, \_     \_\_\_\_\_\_\_\_\_\_\_\_\_ |

### Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| Department Head/Supervisor: |       | Date: |       |
|  | [ ]  I consulted with HRM on  |       | (date) |  |  |
| Human Resource Management: |       | Date: |       |

|  |  |
| --- | --- |
| Checklist for HRM |  |
| * job description
* performance evaluation and program supervisor (SUNY HR)
* directory updates (campus address, phone)
 | * professionals spreadsheet
* time and attendance system/reporting hierarchy
* commitment summary title and department
* line number
 |
|  | HRM-1/2023 |