Partners using this to request self-modification: Submit this form to your direct or resource supervisor.

Managers using this form: Fill out this form (if filer), fill out signatures if approved and upload to HRMS.

Report Modification Form

Use this form to request a modification to your reports, such as transfers or borrows. See https://skb.libraryofcode.org/en/operations/hierarchy#types-of-events-for-transfers-helping-other-departments

Discord Username+Discriminator:_____

Discord User ID:_____

Current Date (mm/dd/yy):_____

Filer:_____

Modification Type:_____

Outgoing (current) department/manager:_____

Incoming (requested) department/manager:_____

Reason:

OUTGOING DEPARTMENT'S ADMINISTRATOR
Name:_____

Title:_____

INCOMING DEPARTMENT'S ADMINISTRATOR
Name:_____

Title:_____