

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.

Universal Report Modification Form

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

Discord Username: _____

Discord User ID: _____

Current Date: _____

Filer: _____

Modification Type: _____

Outgoing (current)
department/manager: _____

Incoming (requested)
department/manager: _____

Reason:

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To Be Completed by Administration/Management:

Approvals:

OUTGOING DEPARTMENT'S ADMINISTRATOR

Name: _____

Title: _____

INCOMING DEPARTMENT'S ADMINISTRATOR

Name: _____

Title: _____

Primary Reports Changes

Outgoing Direct Supervisor: _____

Incoming Direct Supervisor: _____

Outgoing Indirect Supervisor: _____

Incoming Indirect Supervisor: _____

Outgoing Resource/POC Supervisor: _____

Incoming Resource/POC Supervisor: _____

Added Borrowed Supervisor: _____

Added Borrowed Supervisor: _____

Added Borrowed Supervisor: _____

Removed Borrowed Supervisor: _____

Removed Borrowed Supervisor: _____

Removed Borrowed Supervisor: _____