

Supervisor Change Form

For use within MSU Extension Only

Form Instructions:

This form can be used for any supervisor/direct report change within MSU Extension. This includes supervisor changes for Academic, Non-Academic, Temporary, On-Call and Student employees.

The supervisor, when assuming new and/or additional direct reports, should complete this form and submit the completed form to MSUE HR (either by email msue.hr@msu.edu or fax: 517-432-4986). If a supervisor leaves MSUE, and does not have an immediate replacement, this form must be completed by someone else in the organization, to move the direct reports to a temporary supervisor. Approval from the Institute Director and/or District Director will be obtained by MSUE HR after the form is received.

Effective Date of Supervisory Change:

NEW Supervisor Information

Previous Supervisor Information (if applicable)

Name

Institute/Org

Name(s) of employees that as of

will report to

Last Name

First Name

Employee Type

Institute/Org

County

Name of person submitting this form:

Date Submitted:

For use by MSU Extension HR Only

Approvals:

ID and/or DD

Notes/Comments:

HR

Notification of Change:

FO