

Employee Change Request

Division of Human Resources and Talent Management

MONTGOMERY COUNTY PUBLIC SCHOOLS • 15 W. Gude Drive, Suite 400, Rockville, Maryland

Use this form to request changes/adjustments to the employee only. Positions and funding must be changed/adjusted separately. **Do not use this form for school-based employee changes/adjustments.**

FROM (All columns reflect the current state in Hub+)																					
Employee Name	Employee ID#	Effective Date of Change	FTE	CURRENT HCM Department	CURRENT HCM Position Code	CURRENT HCM Assignment #	CURRENT HCM Assignment Name/ Business Title	Dept. Function	CURRENT Parent Position Code	Job Code	CURRENT Position Location Code (Payroll #)	CURRENT Position Location Name	Fund	Organization	Function	Location	Category	Account	Project	Costing %	

TO (Only input the values that need to change)																					
Employee Name	Employee ID#	Work Schedule	FTE	NEW HCM Department	NEW HCM Assignment #	NEW HCM Assignment Name/ Business Title	Dept. Function	NEW Parent Position Code	NEW Position Location Code (Payroll #)	NEW Position Location Name	Fund	Organization	Function	Location	Category	Account	Project	Costing %			

Comments for Clarification (example: position is changing from 10 mos. to 12 mos.):

Changes Requested by (type name and initial) _____ Date ____/____/____	Attachments: <input type="checkbox"/> APR Report <input type="checkbox"/> PCF
Director/Manager Signature _____ Date ____/____/____	

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE CHANGE REQUEST (ECR)*

This form must be completed to request **changes/adjustments to an individual employee's HCM position number, location number, department number, and/or to move the employee to a position with a different salary account.** It is not to be used to change the budget, authorized FTEs, or to change a salary account associated with a position. Use a Position Change Form (PCF) for those transactions. Any change in the budget appropriation must be made using [MCPS Form 210-1](#).

- You will need to refer to an APR report from HCM to accurately complete this form.
- Fill in the employee's first and last name, MCPS employee ID number, the effective date of the change, and the FTE for the position.
- Refer to a current APR report to verify and enter the current HCM Department, position code, position name, Assignment #, Job Code, current position location code (Payroll #), and current position location name.
- The HCM Department contains the five digit department code and name of the department on the employee's assignment record in HCM. This typically indicates the department where the employee works. (APR Column C)
- For non school based positions, the first five digits of the position code should match the first five-digits of the account unit field.
- Refer to Hub+ for the Assignment Name/Business title, Department Function, and Current Parent Position Code.
- Refer to the APR report for the Position Costing Account. This number should be in Hub+ format: Fund—Organization—Function—Location—Category—Account—Project.
- Only complete the **"TO"** position information that is to be changed. Refer to the APR report for the needed information.
- In the Comments section, indicate the reason for the change and attach any supporting documentation. The changes requested must be authorized by the primary account manager.
- Check the boxes next to APR Report and PCF when attaching for documentation as appropriate.
- Distribute the original to Position Management, Office of Human Resources and Development, and a copy to the appropriate budget specialist in the Department of Management & Budget, Office of Finance.

***Use of this form is intended for central office staff only and is not intended for use by schools to report employee changes/adjustments.**

Please Note: If you are changing a position for an individual with multiple positions, please indicate **ONLY** the position that is changing and make a note in the "Comments" section. Example: Mary Smith is assigned an .875 paraeducator and a .125 lunch hour aide. The .125 lunch hour aide is changing to a .125 teaching assistant. Do not use 1.0 FTEs. Only document the .125 change.