

PIKES PEAK STATE COLLEGE  
**Employee Update Form**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Banner S#: \_\_\_\_\_

Title: \_\_\_\_\_ Department/Division: \_\_\_\_\_

**Current Employee Classification:**

- |                                      |  |  |                                     |
|--------------------------------------|--|--|-------------------------------------|
| <input type="checkbox"/> Faculty     | <input type="checkbox"/> Administrator   | <input type="checkbox"/> Professional Tech | <input type="checkbox"/> Classified |
| <input type="checkbox"/> Temp Hourly | <input type="checkbox"/> Temp Classified | <input type="checkbox"/> Student Hourly    | <input type="checkbox"/> Work Study |

**REPORTING**

Current Supervisor: \_\_\_\_\_ Banner S#: \_\_\_\_\_

New Supervisor: \_\_\_\_\_ Banner S#: \_\_\_\_\_

**COMMENTS**

Complete this section if approving supervisor duties will be split for Time and Leave, ITSS (i.e. P-card travel, etc.), and/or Performance Evaluations:

**APPROVED BY:**

**Current Supervisor**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**New Supervisor**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Dean/Director**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Received in HR**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

- |                                  |                                  |                                  |                                  |                                     |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> NBAJOBS | <input type="checkbox"/> NABPOSN | <input type="checkbox"/> NTRRQUE | <input type="checkbox"/> NBAJQUE | <input type="checkbox"/> Email Sent |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|-------------------------------------|

**If you have questions regarding this form, please contact Human Resource Services at 719-502-2600 or [HRS@pikespeak.edu](mailto:HRS@pikespeak.edu)**