

The George Washington University
Reporting Relationship Change Validation (RRCV) Form

Instructions:

The Reporting Relationship Change Validation Form is used to validate and document permanent (six months or more) changes in reporting relationships between existing positions and requires the signed approval of an authorizing Vice President, Dean or Department Head. Changes in reporting relationships must *not* be announced prior to their validation by HRS/Staffing and Compensation Services (SCS). SCS will provide to the requestor a copy of the revised classification description resulting from validated RRCV requests.

Do not use this form to:

- change the title of a position;
- change the basic function/responsibility and/or characteristics duties and responsibilities of a position;
- change the entry level qualifications of a position;
- change the grade or percentage of effort of a position;
- establish/abolish a position; or
- change organization or budget assignment

These actions require the use of the Position Action Request Form (PAR) available at <http://www.gwu.edu/~hrs/forms>.

Directed questions regarding the use of this form to HRS/Staffing & Compensation Services Division at (202) 994-9600.

Today's Date: _____ Proposed Effective Date: _____

Home Department Title: _____ BANNER Index: _____

Position Number: _____ Position Title: _____

Incumbent Name: _____

Current Supervisor:

Incumbent Name: _____

Position Number: _____ Position Title: _____

Requested Supervisor:

Incumbent Name: _____

Position Number: _____ Position Title: _____

Requested By: _____ Date: _____ Ext. _____ Email: _____

FAX: _____ Authorizing Official _____ Date: _____

For Administrative Use Only

Approved Supervisor

Position Number: _____ Position Title: _____

Incumbent Name: _____ Effective Date: _____

SCS Approval: _____ Date: _____

Budget Office: _____ Date: _____