

## Job Title Request Form

To request a new job title, please fill out the following fields and submit to your Tandem HR Consultant.

<b>Company Name:</b>	<b>Full Job Title:</b>																		
<b>FLSA Exemption Status:</b>	<b>State(s) position may be hired:</b>																		
<b>G/L Segment Code (if not applicable, write N/A):</b>	<b>CMS Code (PBJ reporting only):</b>																		
<b>Position Description:</b>																			
<p><b>In this position, will the employee:</b></p> <table> <tr> <td>Supervise employees?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Earn tips?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Permanently work from home?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Require face-to-face interaction?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Perform clerical work only?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Job duties include sales?</td> <td>YES</td> <td>NO</td> </tr> </table>		Supervise employees?	YES	NO	Earn tips?	YES	NO	Permanently work from home?	YES	NO	Require face-to-face interaction?	YES	NO	Perform clerical work only?	YES	NO	Job duties include sales?	YES	NO
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Job duties include sales?	YES	NO																	
<b>Name of requestor:</b>	<b>Date:</b>																		

*For office use only*

Client ID:	SOC Code (IN):
Job Code Abbreviation:	EEO-1:
Other notes:	