

Job Title Request Form

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

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

For office use only

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