

Job Title Request Form

To request a new job title within your organization, fill out the form below and submit with a job description* to your Tandem HR Business Partner.

Company Name: _____ Requestor Name: _____

Phone: _____ Email: _____ Date: _____

New Job Title Information

Job Title: _____ Time classification: _____

States position may be hired in: _____ Exempt Status: _____

Employees with this title will:

- | | |
|-----|--|
| Yes | No |
| | Supervise others |
| | Conduct sales |
| | Receive tips |
| | Requires face-to-face interaction in the field |
| | Primarily work from home |
| | Office/clerical work |

List any employee who you know will have this new title:

First name:	Last name:	Effective date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*You must submit the Job Description with this form. If this position does not currently have a formal written Job Description, please notify your HR Business Partner immediately as it is required to secure workers' compensation coverage.

For office use only

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