

- Approved candidate review packets are required for all changes in position unless a signed waiver has been received from DEO. Lateral position transfers do not require a candidate review packet.
- FTE changes require prior approval from Classification & Compensation and may also require additional documentation. FTE changes are made in *Careers@USF*. Contact your Employment Center Representative in your Service Center for assistance and to review the changes.
- Employee must be counseled on the possible effects that an FTE change may have on their benefits.
- Special Pay Increase (SPI) requests must include an Appointment Status Form (ASF), the SPI form and any accompanying documentation. The SPI must be reviewed and approved by Classification & Compensation before it can be processed by your Service Center.
- Leaves of Absence must include the supporting approved paperwork along with the ASF.
- All reappointments or extensions for Short Term or Emergency appointments must be approved by Recruiting prior to completing the ASF and new Offer Letter.