



Change Request

Proposed changes to the features and functionality of the electronic HR forms system.

Instructions: Each originator fields and sections are populated with sample data. Please delete the sample data and enter your information to support the proposed change request. Additionally, in conjunction with this form, please submit an IT request. To submit an IT request, click [here](#) and select the "General Service Request" link from the list.

Short Description of Change:

Date Submitted:

Section I: To be completed by the change request originator

Originator(s):

| <u>Name</u> | <u>Department</u> | <u>Email</u> | <u>Phone Number</u> |
|-------------|-------------------|--------------|---------------------|
| | | | |
| | | | |

Detailed Description of Change:

(Provide detailed description of the change you are proposing, include screenshot to support your request)



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Business Justification for Change:

(State the reason(s) this change is needed)

Section II: To be completed by HR Staff

Technical Evaluation:

(Estimate of impact and level of effort by the developer)

| | | | |
|------------------|--|--------|--|
| Conducted by: | | Date: | |
| Level of Effort: | | Hours: | |

Impact:

Recommendation:



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Proposed changes to the features and functionality of the electronic HR forms system.

Proposal Approval:

Request is: ☐ Approved ☐ Rejected

Decision Date:

Justification/Comments: