**Change in Duty Station Process**

**Last Updated:** 7/24/2019

This process outlines the steps for initiating a Change in Duty Station for an employee.

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| **Step** | **What to Do** | **How to Do It** | **Who Does It** |
| **1** | Provide notice of Change in Duty Station | * Contact departmental business office or payroll center with details of the change | Employee |
| **2** | Complete the Change in Duty form | * Locate and complete the Change in Duty form located on the Payroll and Tax Services Forms website: <https://www.purdue.edu/business/payroll/Forms/> * Complete all required fields * Approvals/routing information:   + Employee   + Business Office   + Managerial Accounting   + Head of Department or Director   + Dean or Administrative Officer   + Graduate School if applicable   + HR   + Provost (Jessica Huber) **ONLY include on Faculty Changes of Duty Station**   + Payroll Appointment Specialists | Business Support |
| **3** | Update employee’s location and work address in SuccessFactors | See internal documentation  After entering information, initial DocuSign form to route finalized version back to Initiator | Appointment Specialists |
| **4** | Receive fully approved Change In Duty form | Via DocuSign | Business Support |