**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 documentationAfter 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 |