

**Kansas Judicial Branch
Position/Employee Data Change Sheet**

Kansas Judicial Branch Position/Employee Data Change Sheet					
First Name, MI, Last Name:					
Address					
Street 1:					
Street 2:					
City:					
State:		Zip Code:			
County:		Employee ID:			
Phone:		SSN:			
Highest Level Educ.:		Marital Status:		Marital Status Date:	
Former Name:		Date of Death:			
Employment Data					
Expected Return Date:		Termination Date:		Probation End Date:	
Date Last Worked:		Time Approver Position #:		Time Approver Name:	
Job Data					
Effective Date 1:		Action Code 1:		Reason Code 1:	
Time Approver Group:					
Position Data					
Position Number:		Department ID:		FLSA:	
Grade/Step:		Regular Temporary:		Job Code:	
Rate of Pay:		Work Schedule:		Full-Time/Part-Time:	
Authorizations					
Name of Appointing Authority		Appointing Authority Signature			Date