

PioneerTime Supervisor Change Form

*Please complete the form below to change supervisors in PioneerTime. When the form is complete, please save the form and then e-mail it so **ContactUFS@du.edu**. Allow up to two business days for the completion of this request. You will be notified by email when the request is complete. This form should be used to change the PioneerTime supervisor for benefited and non-benefited work study employees only. For non-benefited, non workstudy employees, please use the **NBJCR**.*

***Please note-** this change will not impact an employee's Performance Management supervisor.*

Name of Person Submitting This Form:

Email Address of Person Submitting This Form:

Effective Date for this Change (Use MM/DD/YY format):

Employee Name	Employee DU ID Number	Employee Position Number	Is This Employee Benefited or Non- Benefited?	Current Supervisor Name	Current Supervisor Position Number	Current Supervisor DU ID Number	New Supervisor Name	New Supervisor Position Number	New Supervisor DU ID

Additional Comments (if necessary):