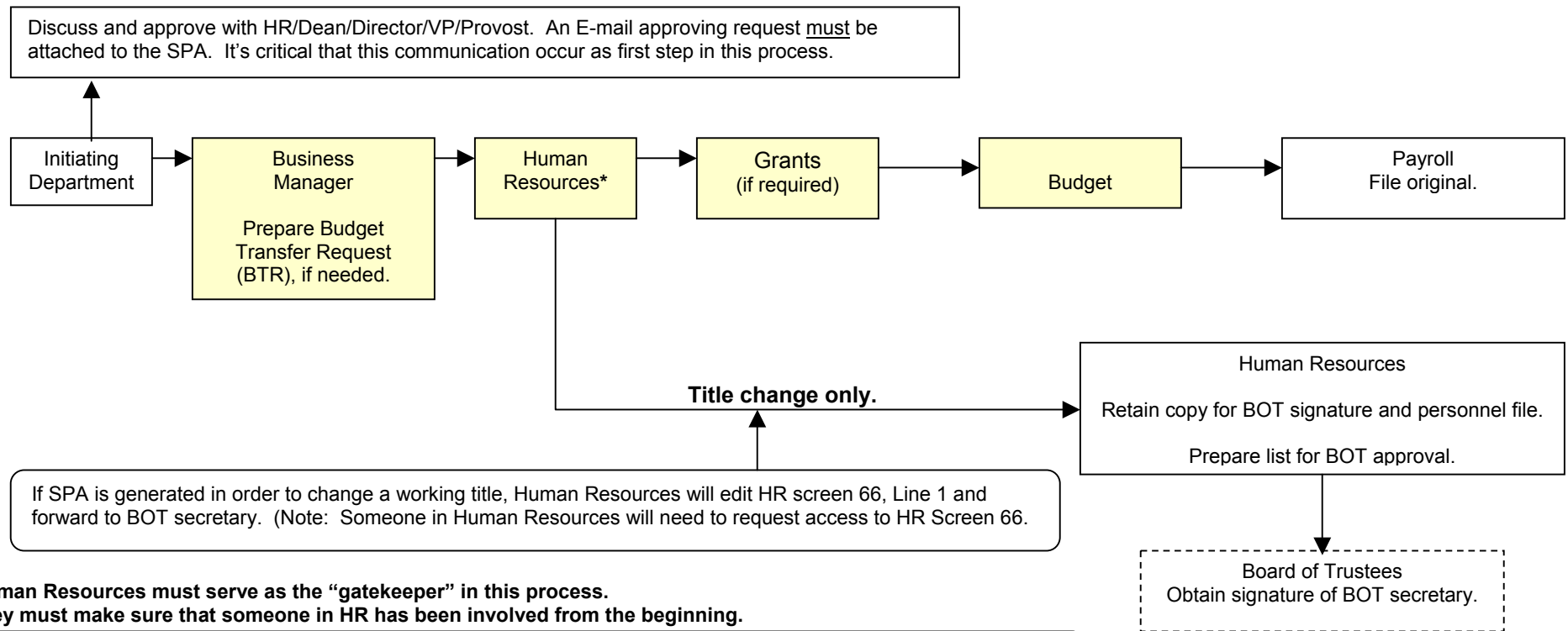


4. Staff Personnel Action (SPA) Form (Continued) Specific, Change Positions

Specific, Change

- 1100 Administrative—Non-Academic (non-bargaining unit)
- 1110 Classified Exempt
- 1120 CWA
- 1180 UTPPA
- 1280 Post-Doctoral Associate

Staff Personnel Action (SPA) Form (Change)



*Human Resources must serve as the “gatekeeper” in this process. They must make sure that someone in HR has been involved from the beginning.

NOTE: Shaded boxes are the “Required Signatures” needed to get a paycheck processed.