Minnesota STATE COLLEGES & UNIVERSITIES

Staffing Unit
Job Audit Cover Sheet

☐ Delegated
☐ To DOER

MnSCU Staffing Unit Representative	Position Number	Auditor's Initials
College/Campus		
Position Occupied By	Employee ID#	

Present

Job Code:_____

Job Title:_____

Range:_____ Barg Unit:_____ Option Code:_____

☐ Classified
☐ Unclassified
☐ Academic Unc 43A.1(9)
☐ Temporary Unc 43A.08, 2a
☐ MN Stat._____

Proposed

Job Code:_____

Job Title:_____

Range:_____ Barg Unit:_____ Option Code:_____

FLSA Designation: ☐ Non-exempt OR ☐ Exempt (if exempt, select one of the following):
☐ ADMINISTRATIVE ☐ EXECUTIVE
☐ OUTSIDE SALES ☐ PROFESSIONAL

☐ Classified
☐ Unclassified
☐ Academic Unc 43A.1(9)
☐ Temporary Unc 43A.08, 2a
☐ MN Stat._____

Comments

Final

Job Code:_____

Job Title:_____

Range:_____ Barg Unit:_____ Option Code:_____

☐ NON-EXEMPT ☐ EXEMPT:
☐ ADMINISTRATIVE ☐ EXECUTIVE
☐ OUTSIDE SALES ☐ PROFESSIONAL

☐ UP
☐ DOWN
☐ NO CLASS CHANGE
☐ TRANSFER
☐ NEW POSITION

L.R. INITIALS:_____

DATE:_____

DATE PROPERLY DOCUMENTED REQUEST RECEIVED:_____

☐ CLASSIFIED FINAL DETERMINATION
☐ Reallocation (R)
☐ Change in Allocation (Occupied) (C)
☐ Vacant (whether new or established) (V)
☐ No Change (=)

☐ PREVIOUSLY UNCLASSIFIED
☐ Gradual (R)
☐ Abrupt (C)
☐ No Change (=)

☐ UNCLASSIFIED FINAL DETERMINATION

_____
Approved By Date

TEMPORARY UNCLASSIFIED APPROVAL

Dates of Unclassified Designation:_____

Initial Designation?_____

Approval? ☐ Yes ☐ No

_____
Signature Date

FORM REVISED 6/1/2004