# Mass Change Request Form Instructions

## Field Name | Description
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1 Date of Request | Today’s date.
2 District No | Five-digit district number or business unit number.
3 District Name | Name of the district or charter school.

### Requestor Information

4 Contact Person | Point of contact. Name of the person SFS-HRS Operations will be contacting for more information on the mass change.
5 Contact Title | Job Title of the person that will be contacted.
6 Contact Email | Email of the person that will be contacted.
7 Contact Phone Number | Phone Number of the person that will be contacted.
8 Contact Phone Ext | If applicable, please provide the extension.
9 Request Approved By | Name of the administrator approving this request.
10 Signature | Signature of the administrator approving this request.
11 Approver Title | Job Title of the administrator approving this request.
12 Approver Email | Email of the administrator approving this request. Approver will also be included in the emails that will be sent to the point of contact.
13 Approver Phone Number | Phone number of the administrator approving this request.
14 Approver Phone Ext | If applicable, please provide the extension.

### Mass Change Info

15 Attachments | Indicate whether or not the district is attaching more paperwork to the form. These attachments could be screenshots, emails, etc. related to this mass change.
16 Brief Mass Change Desc | Briefly state the reason why you are requesting a mass change. You will have an opportunity to state the details in Section I and Section II.
17 Implement Change | Window for processing mass change request. Please indicate if the mass change will occur:
- Before a specific date or schedule
- After a specific date or schedule
- Between a specific timeframe by completing the Before and After fields.
18 Rush Request | Indicate if this change needs to be implemented within the next three days. An additional Above Baseline Charge may be applicable. If not, leave blank.

### Section I. Record Section Criteria

19 Employee Status | Indicate the status of the employee records that will be targeted. You can check all that apply.
20 Job Assignment(s) | Indicate which job assignments will be targeted. Only check one.
21 Job Status | Indicate the status of the job assignments that will be targeted. Check all that apply.
22 Record Selection Specification | State in detail other specifications that narrow the record selection.

### Section II. Change Criteria

23 Screen Number | State the screen number from HRS that will be impacted.
24 Field Name | State the Field Name from HRS.
25 Change From | State what the field should be changed from. If left blank, then all codes within that field will be included.
26 Change To | State what the field should be changed to. If you are removing information, please state “blank.”

^ District input required.