

Mass Change Request Form Instructions

Field Name		Description
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 <ul style="list-style-type: none"> • Before a specific date or schedule -or- • After a specific date or schedule -or- • 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		Specifies the records that will be targeted.
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		Specifies the changes that will impact the records indicated on Section I. If more space is needed, please attach an additional sheet.
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.