**University of Kentucky**

**Position Reporting Change Form**

This form is to change the reporting position information that is currently in SAP. All forms must be emailed from the area business officer to SAPHRSupport@uky.edu.

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| **Effective Date**(DD/MM/YYYY) | **Position #**Ex. 5XXXXXXX | **Position Title** | **Reports to Position #**Ex. 5XXXXXXX | **Supervisor’s Name**If position number is not known. |
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