To propose changes, please complete this request form and email it to careers@turningstone.com. Talent Acquisition will reach out to you within three business days to support and guide you through next steps.

|  |
| --- |
| **REQUESTOR TO COMPLETE:** |
| Date: |  |
| Requestor Name: |  |
| Reviewed by (Department Head): |  |
| Workplace: |  |
| Department: |  |
| Outlet: |  |
| Position: |  |

|  |  |
| --- | --- |
| Proposed Status: Choose an item. | Proposed Shift: Choose an item. |
| Request Description/Justification: |

|  |  |
| --- | --- |
| Budgeted: [ ]  | Non-budgeted: [ ]  |
| Current Number of Full Time Equivalent (FTE) Budgeted: Click or tap here to enter text. | Proposed Number of Full Time Equivalent (FTE) if additional: Click or tap here to enter text. |

|  |
| --- |
| Requests for existing roles: |
| [ ]  Budgeted FTE  | Number of FTE’s Requesting: Type here |
| [ ]  Non-Budgeted FTE  | Number of FTE’s Requesting: Type here |
| [ ]  Replacement FTE | Who is being replaced? Type here |
|  |  |

|  |
| --- |
| Type(s) of Change Requested (Select all that apply) |
|[ ]  **Create New Position** | Proposed Title |  |
|  |  | Proposed Reports To |  |
|  |
|[ ]  **Change in Reporting Relationship** | Job Title |  |
|  |  | Team Member Name |  |
|  |  | Currently Reports To |  |
|  |  | Proposed Reports To |  |
|  |
|[ ]  **Title Change** | Proposed Title |  |
|  |  | Current Title |  |
|  |  | Team Member(s) Affected |  |
|  |
|[ ]  **Pay Adjustment** | Team Member Name |  |
|  |  | Job Title |  |
|  |  | Current Pay Rate |  |
|  |  | Proposed Pay Rate |  |
|  |  | Percent Increase/Decrease |  |
|  |
|[ ]  **Eliminate Position** | Job Title |  |
|  |  | Current FTE’s |  |
|  |  | Proposed FTE’s |  |
|  |
| [ ]  | **Job Description/Responsibility Change**  | Is the proposed job description draft complete? |
|  |  | [ ] Yes (if yes, please attach in email)  |
|  |  | [ ] No |

**TALENT ACQUISITION TO COMPLETE:**

|  |  |  |
| --- | --- | --- |
| Current Pay Grade: | Proposed Pay Grade: | Proposed Pay Grade Range: |
|  |  |  |

|  |  |
| --- | --- |
| Payroll System: [ ] UKG Payroll [ ] Paychex | Proposed Benefit Group: Choose an item. |
| FLSA Status: [ ] Exempt [ ] Non-Exempt |
| Proposed Levels (workplace/department/outlet/cost center):  |
| Licensing Classification (to be completed in partnership with Gaming Commission): Choose an item. |

**EXECUTIVES TO COMPLETE:**

|  |  |  |
| --- | --- | --- |
| Approver: | Signature: | Date: |
| Department Executive |  |  |
| Vice President for People Operations |  |  |
| Senior Vice President for People and Culture  |  |  |
| Chief Operating Officer |  |  |