To propose changes, please complete this request form and email it to [careers@turningstone.com](mailto: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 |  |  |