



## INSTRUCTIONS FOR COMPLETING THE EMPLOYEE CHANGE REQUEST (ECR)\*

This form must be completed to request **changes/adjustments to an individual employee's Lawson position number, location number, department number, and/or to move the employee to a position with a different salary account.** It is not to be used to change the budget, authorized FTEs, or to change a salary account associated with a position. (Use a Position Change Form (PCF) for those transactions). Any change in the budget appropriation must be made using **MCPS Form 210-1.**

You will need to refer to an **MA272 and HR11** report from Lawson to accurately complete this form.

Current Position Account number should be in Lawson format: Account unit–Account–Sub account.

Current Lawson Dept #: This field contains the five digit department code on the employee's assignment record in Lawson. This typically indicates a department where the employee works.

For the non school based positions, the first five digits of the position code should match the first five-digits of the account unit field.

Fill in the employee's first and last name; MCPS employee ID number; and the effective date of the change. Refer to a current **MA272** report to verify and enter the current Lawson position number, account number, and department number. Refer to a current **HR11** report to verify and enter the current location number and user level number.

Indicate the **reason for the change** and attach any supporting documentation. The changes requested must be authorized by the primary account manager.

Please check the boxes next to **MA272 and PCF** when attaching for documentation as appropriate.

**Distribute** the original to **Position Management, Office of Human Resources and Development,** and a copy to the **appropriate budget specialist in the Office of the Chief Financial Officer.**

**\*Use of this form is intended for central office staff only and is not intended for use by schools to report employee changes/adjustments.**

**Please Note:** If you are changing a position for an individual with multiple positions, please indicate **ONLY** the position that is changing and make a note in the "Reason for Change" section. **Example:** Mary Smith is assigned an .875 paraeducator and a .125 lunch hour aide. The .125 lunch hour aide is changing to a .125 teaching assistant. Do not use 1.0 FTEs. Only document the .125 change.