

DATE: \_\_\_\_\_

# YMCA of Silicon Valley

## SUPERVISOR JOB ASSIGNMENT FORM

BRANCH: \_\_\_\_\_

EFFECTIVE DATE OF THIS CHANGE: \_\_\_\_\_

### **JOB INFORMATION**

**TO BE USED TO ATTACH A JOB CODE TO A SPECIFIC SUPERVISOR 'S JOB CODE.  
CHANGES WILL IMPACT ALL EMPLOYEES ASSIGNED TO THIS JOB NUMBER.**

BRANCH JOB CODE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 'OFFICIAL' JOB TITLE: \_\_\_\_\_

"OVERRIDE" JOB TITLE: \_\_\_\_\_ (Lifeguard—Prospect; FQ Teacher—Special Needs; Instructor—Physability)

SUPERVISOR'S JOB CODE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SUPERVISOR'S NAME: \_\_\_\_\_

### **ACCOUNT NUMBER**

**TO BE USED TO CHANGE ACCOUNT NUMBER FOR A SPECIFIC JOB.  
CHANGES WILL IMPACT ALL EMPLOYEES ASSIGNED TO THIS JOB NUMBER.**

**(NOTE: Add** adds an account number to a new job code; **Change** modifies a current account number for an existing job code; **Delete** removes a current account number and job code)

- ADD ACCT# FOR NEW JOB
- CHANGE ACCT# FOR EXISTING JOB
- DELETE JOB INDICATED ABOVE

FUND	BR/DEPT	ACCT	PCS	PERCENT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**(Multiple account numbers are used for exempt jobs only and must total to 100%)**

- ADD ACCT # FOR NEW JOB
- CHANGE ACCT# FOR EXISTING JOB
- DELETE JOB INDICATED ABOVE

FUND	BR/DEPT	ACCT	PCS	PERCENT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**(Multiple account numbers are used for exempt jobs only and must total to 100%)**

ADDITIONAL CHANGES OR COMMENTS \_\_\_\_\_

APPROVED BY: SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_

APPROVED BY: EXECUTIVE \_\_\_\_\_

DATE \_\_\_\_\_

ADMIN MGR

PROCESSED  
BY \_\_\_\_\_  
DATE \_\_\_\_\_