

OM-500 Changes to Assignment

This worksheet is used to process changes to an assignment, position or for all re-assignments for all employees except for EAS and Rural Carriers. For Rural Carriers, use the OM-500R worksheet. For EAS, use the OM-450 worksheet

Separate worksheet is required for each craft. Do not document more than 1 craft on a worksheet.

Submit completed worksheet to "HRSSC OM (Area name)"

Installation Name

District Name

Cost Center # (Fin #)

Submitter Name

Submitter Phone Number

Submission Date

Employee 1

Employee 2

Employee 3

* Select the Action
Detailed Below

2 Employee Information

* Employee Name

* Employee EIN

* Effective Date

3 Position Information (if request is for reassignment of a current employee the information in section 3 is not required)

Current Position Number

Installation Name

Cost Center Number (Fin #)

Org Unit Name

Org Unit Number

4 New or Changed Position Information

New Position Number

Occupation Code

Org Unit Name

Org Unit Number

Position Title

Position Level

Schedule

Limited Tour Hours (PTR only)

Tour

Section/Work Area

Skill/Scheme/License

Qualification

Rural Route Number

5 New or Changed Employee Information

Pay Location

Pay Scale

Special Pay Rate

LDC

EE-Group - (Designation Code)

Sub-Group (Activity Code)

Unassigned Reason Code

Seniority Date

Rank

Contract Type

*Explanation of Changes

*Explanation of Changes

*Explanation of Changes

For Offices with no email access, send hard copy to HRSSC, Organization Management, PO Box 970700, Greensboro, NC 27497-0700

* Denotes required information. Missing information may cause process delay or return of worksheet.