

# SAN DIEGO COMMUNITY COLLEGE DISTRICT PERSONNEL ASSIGNMENT STATUS SHEET

Human Resources  
3375 Camino del Rio South, Suite 330  
San Diego, CA 92108

<b>REASON (incl. additives):</b>
OTHER
Notes:

<b>*Employee Name</b>	<b>EMPL ID</b>	<b>Employee Work Location</b>	<b>Timekeeping Location</b>
<b>* Assign Days/Hours</b>			

**Current Assignment**

**Expense Distribution**

Empl Rec#	Position Title	Position #	Job Code	FTE	# of Months (10, 11 or 12)	
Begin Date	End Date	Reports to Position#	Business Unit	Dept Code	GL Account #	GL %

**Assignment To (New)**

**Expense Distribution**

Empl Rec#	Position Title	Position #	Job Code	FTE	# of Months (10, 11 or 12)	
Begin Date	End Date	Reports to Position#	Business Unit	Dept Code	GL Account #	GL %

**Additives**

**Expense Distribution**

Empl Rec#	Position Title	Position #	Job Code	FTE	# of Months (10, 11 or 12)	
Begin Date	End Date	Reports to Position#	Business Unit	Dept Code	GL Account #	GL %

<b>HR Use Only:</b>	<b>Employee Status:</b>	
---------------------	-------------------------	--

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Authorizing Signatures:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Empl Data Entry:</b>			<b>Prepared By:</b>		
<b>Class/Pos Mgmt</b>			Supervisor:		
<b>Compensation:</b>			Manager:		
<b>Benefits:</b>			Vice President:		
<b>Retirement:</b>			Cabinet Member:		
<b>Payroll Data Entry:</b>					
<b>Email Address</b>			<b>DBT:</b>		
<b>HCM Access</b>					

<b>Employee Relations Use ONLY</b>

\*Required field