

SAN DIEGO COMMUNITY COLLEGE DISTRICT PERSONNEL ASSIGNMENT STATUS SHEET

People, Culture, and Technology Services
3375 Camino del Rio South, Suite 330
San Diego, CA 92108

REASON (incl. additives):
OTHER
Notes:

*Employee Name	EMPL ID
* Assign Days/Hours	Is this a Permanent or Temporary change?

New Assignment

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

Current Assignment

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

Additives

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

PCTS Use Only:	Employee Status:
-----------------------	------------------

Okay to Offer _____

Note: Do Not Lock PDF

By: _____ Date: _____ Authorizing Signatures: _____ Date: _____

Empl Data Entry:		Prepared By:	
Class/Pos Mgmt		Supervisor:	
Compensation:		Manager:	
Benefits:		Vice President:	
Retirement:		Cabinet Member:	
Payroll Data Entry:			
HR Systems			

Employee Relations Use ONLY
