

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

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

REASON (incl. additives):
OTHER
Notes:

New Assignment

Empl Rec#	Position Title	Position #	Job Code	Competency	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	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	FTE	# of Months (10, 11 or 12)	
Begin Date	End Date	Reports to Position#	Business Unit	Dept Code	Follow Contract GL?	GL Account #	GL %
					Yes No		
					Yes No		
					Yes No		

PCTS Use Only:	Employee Status:	
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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
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