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 (Select)

*Employee Name	EMPL ID	Assign Days/Hours	Notes:

Is this a Permanent or Temporary change?	For Organizational Modifications Only. Position Vacant or Not-Vacant?	For Organizational Modifications Only. Request to move the following position with or without incumbent (no change to duties)
(Select)	(Select)	(Select)

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	Expense Distribution GL Account #	Project Code	GL %
			(Select)				

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	Expense Distribution GL Account #	Project Code	GL %
			(Select)				

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 - Loc	Dept Code	Follow Contract GL?	Expense Distribution GL Account #	Project Code	GL %
			(Select)		☐ Yes ☐ No			
					☐ Yes ☐ No			
					☐ Yes ☐ No			

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:			Chancellor:	
HR Systems				

Employee Relations Use ONLY