

SAN DIEGO COMMUNITY COLLEGE DISTRICT PERSONNEL ASSIGNMENT STATUS SHEET

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

REASON (incl. additives):
OTHER
Notes:

*Employee Name	EMPL ID	Employee Work Location
* Assign Days/Hours		

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 #

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 #

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 #

HR Use Only:	Employee Status:	
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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:					
Email Address			DBT:		
HCM Access					

Employee Relations Use ONLY

*Required field