

# 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:

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

### Current Assignment

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)

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

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 #

<b>HR Use Only:</b>	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			

<b>Employee Relations Use ONLY</b>

\*Required field