

PERSONNEL REQUISITION FORM

OFFICE OF THE HUMAN RESOURCES

Approval Is Requested For the Following Action(s):	
Advertisement of a Vacant or Detail Position Advertisement of a Detail/Interim Position (Specify Position Number below)	Establishment of a New Classification Change in Staff Allocation (Create New Position)

Position Demographics:			
Position Title: _____	Division/Dept: _____	Reports To: _____	
Permanent	Temporary	If Temporary, end date: _____	
Location: Skyline	CSM	Cañada	Chancellor's Office
Position No. (if a current position): _____		% of F. T.	Mos. Per Yr:
Salary Schedule: _____	Salary Grade: _____	Last Incumbent: _____	
Position Classification:	Certificated	Classified	
Labor Distribution: (must total 100%)	_____	_____	%
	_____	_____	%
	_____	_____	%
Is this allocation currently budgeted?	YES	NO	
Name of Categorical Fund (if applicable): _____		Exp. Date: _____	
Effective Date: _____			

REASON FOR REQUESTED ACTION(S): (attached additional sheets if needed)

REQUIRED: FOR ADVERTISEMENT OF VACANT OR DETAIL POSITION
Proposes names to serve on selection committee. Please refer to Selection Procedures or the Human Resources Department for more detail.

APPROVALS	
Division/Department Administrator	Date: _____
College President/ Chancellor	Date: _____
Vice President, Admin. Svs. or Designee/District Budget Officer	Date: _____
Reviewed By: District Budget Officer	Date: _____

PERSONNEL REQUISITION FORM

GUIDELINES FOR COMPLETION

(All information must be legible)

Approval Is Requested For the Following Action(s)

- ❖ ADVERTISEMENT OF A VACANT OR DETAIL POSITION
 - Using an existing position from the Position Control Worksheets
- ❖ ADVERTISEMENT OF A DETAIL/INTERIM POSITION
 - Using an existing position from the Position Control Worksheets. The suffix for Detail/Interim action is "D0"
- ❖ ESTABLISHMENT OF A NEW CLASSIFICATION
 - Use this to create a position
- ❖ CHANGE IN STAFF ALLOCATION
 - Use this to add a position that exists from the Position Control Worksheets

Position Demographics

- ❖ POSITION TITLE: enter the title of the position
- ❖ DIVISION/DEPT: enter the organization title
- ❖ REPORTS TO: enter the name of Administrator/Manager/Supervisor that oversee the position
- ❖ PERMANENT OR TEMPORARY: check the box which corresponds to the position; enter the end date if the position is temporary
- ❖ LOCATION: check the box which corresponds to the position
- ❖ POSITION NO.: for the current position, using the Position Control worksheets, enter the position number; "00" is the suffix number for all positions except detail/interim. The suffix for detail/interim is "D0".
- ❖ % OF F. T.: enter the FTE percent
- ❖ MOS. PER YR.: enter the number of months the position is paid
- ❖ POSITION CLASSIFICATION:
 - CERTIFICATED: positions that are academic (requires credential)
 - CLASSIFIED: positions that don't require credential
- ❖ LABOR DISTRIBUTION: indicates the budget accounts to be charged for this salary and the percentage of the salary expense for each account. In all cases, 100% of the annual salary must be accounted for.
- ❖ IS THIS ALLOCATION CURRENTLY BUDGETED: check the box if the budget is set-up for the position
- ❖ NAME OF GRANT/CATEGORICAL FUND (IF APPLICABLE): If external funds will pay for the salary, indicate the title of the grant
- ❖ EXP. DATE: the grant expiration date needs to be entered here
- ❖ EFFECTIVE DATE: enter the date after it is board approved

REASON FOR REQUESTED ACTION(S)

- ❖ Enter the reason for this request

REQUIRED: FOR ADVERTISEMENT OF VACANT OR DETAIL POSITION

- ❖ Names of the proposed selection committee

APPROVALS

- ❖ DIVISION/DEPARTMENT ADMINISTRATOR: a signature is required
- ❖ COLLEGE PRESIDENT/CHANCELLOR: a signature is required
- ❖ VPAS OR DESIGNEE/DISTRICT BUDGET OFFICER: a signature is required
- ❖ REVIEWED BY: a signature is required