

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	REASON (incl. additives):
				OTHER
				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)		

New Assignment

					Expense Distribution		
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

					Expense Distribution		
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

					Expense Distribution			
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:

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