

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
Notes:

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

New Assignment

Empl Rec#	Position Title	Position #	Job Code	Expense Distribution		
				FTE	# of Months (10, 11 or 12)	
Begin Date	End Date	Reports to Position#	Business Unit	Dept Code	GL Account #	GL %

Current Assignment

Empl Rec#	Position Title	Position #	Job Code	Expense Distribution		
				FTE	# of Months (10, 11 or 12)	
Begin Date	End Date	Reports to Position#	Business Unit	Dept Code	GL Account #	GL %

Additives

Empl Rec#	Position Title	Position #	Job Code	Expense Distribution		
				FTE	# of Months (10, 11 or 12)	
Begin Date	End Date	Reports to Position#	Business Unit	Dept Code	GL Account #	GL %

PCTS Use Only:	Employee Status:	
-----------------------	------------------	--

Okay to Offer

Note: Do Not Lock PDF

By:	Date:	Prepared By:	Authorizing Signatures:	Date:
Empl Data Entry:		Supervisor:		
Class/Pos Mgmt		Manager:		
Compensation:		Vice President:		
Benefits:		Cabinet Member:		
Retirement:				
Payroll Data Entry:				
Email Address		DBT:		
HCM Access				

Employee Relations Use ONLY