



Human Resources Service Request (HRSR)

Prepared by: _____

Date Prepared: _____

ASSIGNMENT (To be completed by Department)

Employee Type:

- Administrator
- Academic
- Board Member
- Classified
- Confidential
- Professional Expert
- Substitute
- Supervisory
- Short Term Employee

Assignment Type:

- Full-Time
- Part-Time
- Regular (On-going)
- Temporary (Not on-going)

Contract Length:

- 10 months
- 11 months
- 12 months

ACTION (To be completed by Department)

- Recruitment
- New Position
- Replacement for: _____
- Substitute for: _____ (provide teaching assignment details in comments)
- Stipend – Type: _____
- Extra Assignment
- Out of Class
- Supervisor Change From: _____ To: _____
- Location Change From: _____ To: _____
- Change hours/week (Complete ONLY if hours are being changed) From: _____ hrs/wk To: _____ hrs/wk
- Other (provide details in justification/comments)

Justification/

Comments: _____

INFORMATION (To be completed by Department)

Employee Name: _____ Employee No: _____

Position Title: _____ TTS No.: _____

Division/Department: _____ Budget Code: _____ % _____

Immediate Supervisor: _____ Budget Code: _____ % _____

Worksite Location: _____ Budget Code: _____ % _____

Start Date: _____ End Date: _____ Budget Code: _____ % _____

Hours per week OR total hours for assignment _____

Daily Work Schedule **REQUIRED** (indicate the days and times employee will be scheduled for work):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Wkly Hours
Example:		08:00 – 04:30	08:00 – 04:30	08:00 – 04:30	08:00 – 04:30	08:00 – 04:30		40

HUMAN RESOURCES ONLY

Recruitment: EC Approval Date: _____ Board Authorization Date: _____ Board Agenda Date: _____

Budget – Level: _____ Step – From: _____ To: _____ Rate – Min: \$ _____ Max: \$ _____ Schedule: _____

Placement – Level: _____ Step: _____ Rate: \$ _____

Benefits: Full Partial None No Change

HR Analyst Initials: _____

Comments: _____

SIGNATURES

Director/Dean

Comments: _____

Vice President

Comments: _____

Business Services (Budget Approval)

Comments: _____

Human Resources

Comments: _____