SWEETWATER UNION HIGH SCHOOL DISTRICT

TAB THRU FIELDS OR USE CURSER TO FILL FORM – DO NOT USE ENTER KEY

DO NOT USE this form if you are using Acrobat Reader as you will NOT be able to save a copy of the filled form. Use the fillable form in WORD.

SUHSD - CLASSIFIED POSITION ACTION REQUEST

PAR #:
PC#:

Section 1 ↓ SITE ↓

Site / Department: Financial Services
School Year: 2007-08 Semester: Start Date: 06/01/06 End Date:

Section 2 ↓ VACANCIES ↓

☐ NEW POSITION: ☐ Within Allocation ☐ Board Approval Item #:
☐ VACANCY: Replaces: ☐ Resigned ☑ Transferred To: ☐ Other:

Position Title:
Report Time: 8:00 End Time: 4:30
Days / Yr: Hrs / Day:
Days / Wk: Hrs / Wk:

WORK DAYS
☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday

Pay Differentials: ☐ Night Shift ☐ Split Shift ☐ Split Site

Funding Source

FTE %	FUND	RESOURCE	YEAR	GOAL	FUNCTION	OBJECT	SCHOOL	COST CENTER	PSEUDO NUMBER
100	01	0000	X	0000	7300	2401	000	564	

100 = Total FTE

COMMENTS:

Section 3 ↓ POSITION / FUNDING CHANGE ↓

Employee Name: **SSN:**

Check appropriate box and complete information below: ☐ Position Change (*Employee must sign below) ☐ Funding Change ☐ Funding Continued

FROM

Position Title:
Site:
Report Time: End Time:
Days / Yr: Hrs / Day:
Days / Wk: Hrs / Wk:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday
Pay Differentials: ☐ Night Shift ☐ Split Shift ☐ Split Site

TO

Position Title:
Site:
Report Time: End Time:
Days / Yr: Hrs / Day:
Days / Wk: Hrs / Wk:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday
Pay Differentials: ☐ Night Shift ☐ Split Shift ☐ Split Site

Funding Source for New Position / Funding Change

FTE %	FUND	RESOURCE	YEAR	GOAL	FUNCTION	OBJECT	SCHOOL	COST CENTER	PSEUDO NUMBER

0 = Total FTE

*I agree with the above change(s) in my hours per day / hours per week / days per year

Employee Signature Date

Section 4 ↓ SITE APPROVAL ↓

Site / Department Approval Date Additional Approval (if applicable) Date

Section 5 ↓ DISTRICT OFFICE USE ONLY ↓

FINANCE

☐ Approved ☐ Disapproved
Finance: Date:

HUMAN RESOURCES

☐ Approved ☐ Disapproved ☐ To Be Posted
Posting #: Hired:
HR : Date: