South Bend Community School Corporation
Personnel Requisition

ALL PERSONNEL REQUISITIONS AND ACTIONS MUST BE JUSTIFIED BY A FINANCIAL PLAN

Use this form to request all types of personnel action, additions, replacements, transfers, and terminations. Terminations also require a letter of resignation to the Department of Human Resources. Please fill in form completely.
Forward copies, gold to requestor, pink to budget, yellow to division head, white to Human Resources

PERSONNEL ACTION REQUESTED

ADMINISTRATIVE □ CERTIFIED □ NONCERTIFIED □ VOLUNTEER □
[IN. LICENSED □ NEEDS E.P. □]

NEW □ ADDITION □ CHANGE□ EXTRA-CURRICULAR □ EXTENDED DUTY □

Today's Date _____

Position Title _____

Department Name _____ **Contact Person** _____

Position Location _____ **□ Base Salary** _____

Noncertified only: □ Hourly Rate _____ **□ Hours Per Day** _____

Starting Date _____

{office use only}
Name _____ **Employee #** _____

Address _____ **City & State** _____ **Phone ( )** _____

SS# Last 4 Digits ___ ___ ___ ___ **□ New □ Re-Hired**

Other Special Instructions _____

□ Post Position w/Job Description Date FROM _____ **TO** _____
□ Hired □ Full Time □ Part Time □ Interim

□ Replacement for _____ **□ Substitute Effective Date** _____
□ Employee Leave Date _____ **□ Temporary Effective Date** _____
□ Termination Effective Date _____ **Through** _____
□ Resignation Effective Date _____
□ Retirement Date _____
□ Transfer Effective Date _____

FUND TO BE CHARGED

FUND CODE ( ) _____

□ GENERAL FUND □ SPECIAL GRANT □ TRANSPORTATION FUND □ FOOD SERVICE

Requested by _____ **Date** _____

Division Head Approval _____ **Date** _____

Budget Director Approval _____ **Date** _____

Human Resources Approval _____ **Date** _____