

**REQUEST TO HIRE/EXTEND EMPLOYEES**

Program Name: \_\_\_\_\_

Program Number: \_\_\_\_\_

Department: \_\_\_\_\_

**Procedure before processing PCRs for employee assignment**

- (1) Check Budget availability
- (2) Fill out request to Hire/Extend Employees spreadsheet
- (3) Obtain approvals, Dean, VP, President
- (4) Upon approval, submit to Claudette L. McClenney Payroll/Personnel supervisor, for verification and creation of position
- (5) After verification, initiate your PCRs

Is this position reflected in your Program review? Yes No  
 Is this position reflected in your Unit Plan priorities and budget? Yes No  
 Is this position reflected in your Cluster Plan priorities and budget? Yes No

Name	(S)alary (B)enefits	Cost Center	GL Account	Job Code	Start Date	End Date	No. of Hrs per Week	No. of weeks of assignment	Hourly Rate or Stipend	Total No. of Hrs (For the entire assignment)	Projected Benefits (%)	Total Cost of Assignment	Available Budget	Remaining Budget
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00
	S									0.00		0.00		0.00
	B										0.00%	0.00		0.00

CERTIFICATED	GL Code	CERTIFICATED	GL Code	CERTIFICATED	GL Code	CLASSIFIED	GL Code
Instructor- Regular	111100	Counselor- Reg	125100	Dept Chair- Hrly	143500	Admin- Reg	212100
Instructor- Substitu	111600	Counselor- Sub	125600	Dept Chair- Hrly- Su	143600	Off & Clrk- Reg	213100
Inst-Reg-Extra Assgn	111700	Counselor- Ext Assig	125700	Dept Chair-ExtAssign	143700	Maint & Oper- Reg	214100
Dept Chair-Classroom	113100	Health- Reg	126100	Librarian- Hrly	144500	Instr Aides- Reg	221100
Dept Chair-Clrm Sub	113600	Child Dev- Reg	127100	Librarian- Hrly- Sub	144600	Admin- Sub & Relief	232600
DeptChr-Clrm-Ext Ass	113700	Child Dev- Sub	127600	Librarian- Ext Assig	144700	Off Clrk- Sub & Rel	233600
Inst-Non-Teach-Reg	121100	Child Dev- Ext Assig	127700	Counselor- Hrly	145500	Maint&Oper- Sub&Rel	234600
Inst-Non-Teach-Sub	121600	Instructor- Hrly	131500	Counselor- Hrly- Sub	145600	Inst Aides- Sub&Rel	241600
Inst-Non-T-ExtAss	121700	Instr- Hrly- Sub	131600	Counselor- Ext Assig	145700	<b>EMPLOYEE BENEFIT RATES</b>	
Admin- Regular	122100	Instr- Ext Assign	131700	Child Dev- Hrly	147500	<b>Certificated Employees</b>	
Admin- Sub	122600	Instr- Hrly- Spr Sem	132500	Child Dev- Hrly- Sub	147600	Regular, LT sub & Ltd Contract	
Dept Chair-Reg	123100	Instr- Hrly- Spr- Su	132600	Child Dev- Ext Assig	147700	Houlry/Adjunct	
Dept Chair- Sub	123600	Instr-Hrly- Spr-ExtA	132700	<b>UNCLASSIFIED</b>		Extra/summer Assignments	
Dept Chair- Ext Assi	123700	Instr- NT- Hrly	141500	Student workers, Cadets	239200	STRS-Hrly, Rate or Extra/Smr,Assign	
Librarian- Reg	124100	Instr- NT- Sub	141600	Community Recreation Director Ser	239200	<b>Classified &amp; Unclassified Emplooyes:</b>	
Librarian- Sub	124600	Instr- NT- Ext Assig	141700	Community Services Teachers	239300	Regular Assignment	
Librarian- Ext Assig	124700			Professional Experts	239300	Student Workers	
				Student Tutors	249200	Sub/Relief/Others	
						All other Assign	

Requestor's Name: \_\_\_\_\_  
 Print/Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean: \_\_\_\_\_  
 Print/Signature \_\_\_\_\_ Date \_\_\_\_\_

President: \_\_\_\_\_  
 Print/Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President: \_\_\_\_\_  
 Print/Signature \_\_\_\_\_ Date \_\_\_\_\_