

## **Requisition for Per Diem Personnel**

WORK LOCATION:		CODE:	TR LOC:	TR LOC: DATE (mm-dd-yyyy):		
We request the services of the following employees		nd reason) ar	re the sai	me.		
EMP CLASS						
TYPE: CERT DOSITION TITLE:			PAY CYCLE:			
BEGINNING DATE (mm-dd-yyyy): ENDING DATE (mm-dd-yyyy):			DAYS / HOURS:			
REASON FOR REQUEST:						
TO BE FILLED OUT BY REQUESTING PERSONNEL			HUMAN RESOURCE SERVICES USE			
NAME / SSN %			PAY SALARY RNG/			
ADDRESS / PHONE (REQUIRED ONLY IF NEW)	FTE	COMMENTS	RATE	SCH	COL	STP
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<b>IMPORTANT NOTE TO PRINCIPAL OR OFFICE ADMINISTRATOR:</b> (1) It is your responsibility to report the actual time worked on a PER DIEM/PER SESSION TIME REPORT FOR PERSONNEL. (2) The TIME REPORT is due in the Payroll Department the <u>25th</u> of each calendar month. Time Reports are to be						
submitted in accordance with the above authorization. (3) Service in excess of this authorization must be requested by another requisition and is not to be performed						
until an additional authorization has been submitted or approved. (4) The requisition must be approved by both Human Resource Services and Budget Services prior to distribution to the Payroll Department. (5) This requisition is due in Human Resource Services by the 18th of each calendar month.						
to distribution to the raylon 2 spatialism (c) range requisition to due in reason to be received by the roun of each each each manner.						
SIGNATURE OF PERSON SUBMITTING REQUEST APPROVAL OF APPROPRIATE STAFF MEMBER (When Required)						
SIGNATURE OF PERSON SUBMITTING REQUEST APPROVAL OF APPROPRIATE STAFF MEMBER (WHEH REQUIRE)						
BUDGET CODE:						
BUDGET SERVICES APPROVAL:						
HUMAN RESOURCE SERVICES APPROVAL:			DATE:			
ENTERED / RATED BY:			DATE:			

Requisition for Per Diem Personnel is applicable for the following categories: Per Session and Hourly Teachers; Head Teachers; Inter-Session and Summer School Teachers; Extra Pay for Extra Duty Coaches, Certificated and Classified; SB 813 Counselors, Per Session Teachers (Home Teachers; Independent Study); Curriculum Writing Stipends; Staff Training (Workshop) Stipends; Saturday School; Temporary Administrators; Noon Duty; Morning Duty; Work Experience Students; Food Services Student Help Employees

<u>Distribution</u>: Original – Human Resource Services; Copy – Site

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