




BULLETIN


SUBJECT: Position Requisition Process **2014-15 NO. BS-20**

TO: All School Sites and Departments

DATE: September 2, 2014

PREPARED BY: Michael Smith, Interim Director **DEPARTMENT:** Budget Services

REVIEWED BY: Cancy McArn
Assistant Superintendent, Human
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Gerardo Castillo, CPA
Interim Chief Business Officer **APPROVED:** 

Effective July 1st, 2014, the district has decided to **discontinue using the HR Authorizations (HRA)** process in Escape and resume the previous process of using “paper” position requisitions. Several factors played a role in this decision, including the many technical problems with the Escape system.

Position Requisition Process:

- The position requisition form is on the District website under Budget Services Department documents or can be easily found by searching the form number “**BUD-F001**”.
- Submit completed requisition form to your Fund Specialist.
- Once Budget and Cabinet has approved, the position requisition will be forwarded to HR for processing.
- If position needs to be filled, submit a vacancy requisition which can be found in Escape under Reports =>Admin.

We greatly appreciate all the time and effort of District staff that participated in the implementation of the HRA process. Although we are no longer using this process, the experience and knowledge gained through this implementation process should prove to be very beneficial to the implementation of the new HR/Finance system.

Please feel free to contact your Fund Specialist if you have any questions or the main Budget Services line at 643-9402.