
COMPLETING VACANCY REQUISITION (PSL-W020)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This Working Instruction discusses the process used to complete a Vacancy Requisition

2.0 RESPONSIBILITY:

- 2.1 Personnel Analyst

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 Vacancy Requisition- Escape form used for placement of hired employee for data entry.
- 4.2 BMI – BMI Imaging System is a company of Online Technology Group (OTG.)
- 4.3 Personnel Technician II—Human Resource Services employee that enters the data regarding any changes made to an active employees positional tracking record.
- 4.4 Escape—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.5 Analyst—Personnel Analyst.

5.0 WORK INSTRUCTIONS:

- 5.1 Once an employee is hired the Analyst will complete a Vacancy Requisition for payroll and personnel tracking. (see PSL-P025)
- 5.2 Analyst will complete and verify the Site, position number and job title.
- 5.3 The Analyst will fill in the Full time equivalency, work calendar, grade level, subject taught if certificated position i.e., English, Math.
- 5.4 Analyst will determine the hiring status of the new employee, i.e., temporary, probationary.
- 5.5 Analyst will complete the list the person hired, their Social Security number, start date, Status of employee, i.e., temporary, probationary, Short-Term Temporary, Long-Term Temporary.
- 5.6 Analyst will determine Salary Step and Column using the salary schedule and based on job title and experience.
- 5.7 Analyst will sign and date the form and forward the Vacancy Requisition to the Personnel Technician II for data entry.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vacancy Requisition
- 6.2 Salary Schedules
- 6.3 Work Calendars

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vacancy Requisition	Scanned in Employee Personnel file	Indefinitely	Discard as desired	BMI

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change

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