



Human Resource Services

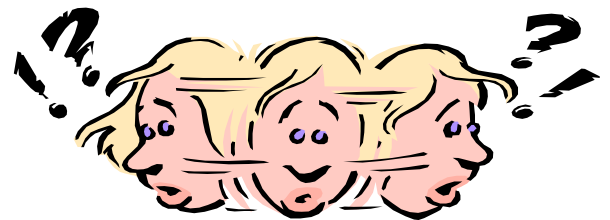
Requisition Review

1. A **position requisition** is submitted directly to _____ Services for approval. Upon approval, the site/department must generate a vacancy requisition, and submit directly to _____ for processing.
2. In order to generate an on-line **vacancy requisition**, you must have a _____ number.
3. A **per diem requisition** requires the submission of a corresponding _____ sheet to Payroll Services.
4. A per diem requisition must be submitted **in advance** of the corresponding time sheet.
True or False
5. Accumulated vacation and sick leave earnings are on file with Human Resource Services.
True or False
6. **New employees** must complete _____ processing with Human Resource Services _____ to their first day of employment.
7. Personnel Technicians (salary) in Human Resource Services process **gross** earning salary placements. This data is then transmitted to _____ Services in order to generate **net** income. (Gross earnings = before taxes; net earnings = after taxes.)
8. A **position requisition** form is used to initiate what type of actions?

_____	_____	_____
_____	_____	_____
_____	_____	_____

9. A **vacancy requisition** form initiates what type of actions?

_____	_____
_____	_____
_____	_____
_____	_____



Position Req? Vacancy Req? Per Diem Req?