
1.1 This wo

gnments, uident

ician II

3.2 Supervisor III, Personnel

4.0 DEFINITIONS:

4.1 P/D Requisition – Requisition for Per Diem Personnel is an authorization form for work performed on an “as needed” basis.

4.2 FTE – Full Time Equivalent

4.3 ESCAPE—Software program used to maintain and hold all of the transactions made on is

ition for completion of form.

5.3 Contact site for more information, if needed.

5.4 Send P/D requisition to Budget Services for Budget approval.

5.5 Receive approved P/D requisition from Budget.

5.6 Determine appropriate add-on code and rate of pay for the following:

5.6.1 Extra Hours

5.6.2 Working additional hours (same as Board Approved position.)

5.6.3 Verify job classification is less than full time. (If full time, employee is paid from a Labor Statement.)

5.6.4 Working additional hours in a different classification.

REQUISITIONS FOR PER DIEM PERSONNEL/CLASSIFIED
(PSL-W016)
Sacramento City Unified School District

9.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release

***** End of procedure *****