

LANSING SCHOOL DISTRICT PERSONNEL REQUISTION

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|--|---|--|
| <input type="checkbox"/> FTE/HOURS CHANGE | <input type="checkbox"/> LOCATION CHANGE | <input type="checkbox"/> REQUEST FOR POSTING (check one) |
| <input type="checkbox"/> FUNDING SOURCE CHANGE | <input type="checkbox"/> GRADE LEVEL CHANGE | <input type="checkbox"/> New Position |
| <input type="checkbox"/> SALARY CHANGE | <input type="checkbox"/> TITLE CHANGE | <input type="checkbox"/> Replacement |
| <input type="checkbox"/> BARGAINING GROUP CHANGE | | Name of Predecessor: _____ |

EMPLOYEE NAME: _____ **EMPLOYEE #:** _____

ORIGINATOR SECTION:

Current Date: _____
 Job Title: _____ Location: _____
 Grade Level: _____ Department/Program: _____
 Requested Start Date: _____ Bargaining Group: _____

REQUIRED:

FTE: _____ Number of Weeks: _____ Hours/Day: _____ (hourly staff only)

Funding Source(s): General Grant Part General & Part Grant

Account #	%	FTE

Originator: _____

APPROVAL SIGNATURES SECTION – ALL POSITIONS

Principal/Department Head _____
 Compliance Office (if grant funded) _____
 Staffing Office _____
 Human Resource Office _____

TO BE COMPLETED BY HUMAN RESOURCES ONLY

NEW HIRE

Beginning Date _____	Bargaining Group _____	Position Code _____
Salary/Hourly Rate _____	Wage Schedule _____	Step _____
# of Pays _____	# Annual Days _____	

Notes: