SHORELINE COMMUNITY COLLEGE
Personnel Requisition

This form is to be used to begin the recruitment process for <u>existing</u>, <u>HR-approved</u>, <u>fully funded</u> positions. If you need to request funding for a new position, please use the aSAP process to request approval to proceed.

To request approval to open a position for recruitment, please complete the information requested below. Questions regarding the information requested may be directed to HR at **scchr@shoreline.edu** at any time. Thank you!

Requestor Name: **Date of Request:**

Department: **Requestor Phone #:**

Position Title: **Position Type:**

Position FTE%:   **Contract Period:**

Appointment Type: **Position Status:**

Name of Person Replaced: **Requested Start Date:**

Min Salary: **Max Salary:**   **Funding End Date:**
                                                             (*if applicable*)

 If you have increased the salary for this position, please explain the funding source for the increase below:

Budget # (1):   **%:**

Budget # (2):   **%:**   **Object / Sub Object for this position:**

Budget # (3):   **%:**

Comments:

 WHEN COMPLETED: Please save this document to your desktop and then email it as an attachment, with your Executive Director or Vice President copied in, to the Budget Office at sccbudget@shoreline.edu. Thank you!