
1.1 This wo

gnments, uident

ician II

3.2 Supervisor III, Personnepr

ogram ued to maintain and hold al of te transactions made a is

ition or completion of orm.

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 *****