

# Capital Community College

## Personnel Request Form

Date: \_\_\_\_\_

Board Title or Classification: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Parenthetical Title: \_\_\_\_\_

Full-Time: \_\_\_\_\_ Reclassification: \_\_\_\_\_

Part-Time: \_\_\_\_\_ Increase in Hours: \_\_\_\_\_  
(Hours) (Proposed Hours)

Justification for Position and Rank: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bi-Weekly Salary: \_\_\_\_\_ Fund Name & Chartfield: \_\_\_\_\_  
(or hourly rate for part-time)

Chartfield/Fund Coding: Fund                      Org                      Acct                      Prog

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
(should be start of a payroll period)

Permanent Position: \_\_\_\_\_ or Temporary Position: \_\_\_\_\_

New Position: \_\_\_\_\_ or Refill existing Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Attach a revised table of organization and a copy of the job description for a **NEW** or (updated) position.

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean of Campus Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

cc: CEO