

REQUISITION REPORT

ER116408 site coord lead STATUS A REQUESTED DATE: 08/02/2012
005N404804 SITE COORD LEAD BOARD APPROVED DATE: _____
LOCATION: 005 DISTRICT WIDE FTE: 1.00000
FISCAL YR: 2012-13 EFFECTIVE YR: C
BARGAINING UNIT: NBAR
REASON CODE: 10 NEW POSITION REPLACING/AFFECTED EIN: 976 FRAUNDORF, ANITA

Start Date: 08/13/2012 Start Time: 08:00:00 M T W T H F
Permanent Assignment: N End Time: 04:00:00 Days Per Week Y Y Y Y Y
Temp End Date: 06/28/2013 Fulltime: Y FTE: 1.00000 Weeks/Year: 50.00

Job Description:

Minimum Qualifications:

Desirable Qualifications:

Comments/Special Instructions:

Notes:

paid 2 weeks behind and will fill out a timesheet

Budget Key Code	Object	PCN #	Percentage FTE	Approved Status:
04-571-005-321-000-114400		005N404804	100.00	A

HUMAN RESOURCES USE ONLY

Empl ID:(EIN#) _____ NAME: _____
Date Offered: _____ Date Accepted: _____ Start Date: _____
Offer Type: _____ Internal _____ External _____ LTS
Salary Index _____ Range: _____ Step: _____ Next Step Increase: _____
Vacation Time Accrual: _____ Sick Time Accrual: _____ Sick Bank: Oct _____ May _____
Eligibility: Benefits _____ Sick/Personal Leave _____ Holiday _____ Snow Day _____ Vacation _____
Probation: Yes: _____ No: _____ # of months _____
Notes: _____

HR Signature: HD Date: 8/15/12

CERTIFIED USE ONLY:

Minnesota Licensure: _____ Degree: _____ No. of Credits: _____
Need to pay for provisional: Yes / No Variance Needed for Position: YES / NO Count as Tenure: YES / NO