

DEPARTMENT OF ELECTRICAL & COMPUTER ENGINEERING

Personnel Requisition Request

Request Date:	
Position No:	
EID No:	

A. SUPERVISOR SECTION

1. EMPLOYEE NAME:							
LAST	FIRST	MIDDLE	SUFFIX				
2. PROPOSED TITLE:	3. STEP:	4. FTE (%):	5. SALARY RATE:	6. BEGIN DATE:	7. END DATE:		
8. SUPERVISOR NAME:				9. SUPERVISOR SIGNATURE:			
FIRST	LAST						
10. FUND SOURCE(S):	DISTB:	ACCOUNT:	ACTIVITY:	FUND:	FCN:	COST CTR:	PROJ CODE:

B. PAYROLL DATA SECTION

1. BASIS PAID:	2. BASIS OVER:	3a. APT. BEGIN DATE:	4a. HOUR RATE:	4c. ANNUAL RATE:	5a. PRIOR UC SVC:	6. TYPE VISA:
7. JOB CODE:	8. EARN CODE:	3b. APT. END DATE:	4b. MONTH RATE:	4d. % APT:	5b. CAMPUS	9. PROB. PD:

C. PROCESSED INFORMATION SECTION

1a. SERVICELINK DATE:	INITIALS:	2a. RITM No.:	3a. REQUEST TYPE:	4a. UCPC COMPLETION DATE:
1b. SERVICELINK DATE:	INITIALS:	2b. RITM No.:	3b. REQUEST TYPE:	4a. UCPC COMPLETION DATE:
1c. SERVICELINK DATE:	INITIALS:	2c. RITM No.:	3c. REQUEST TYPE:	4a. UCPC COMPLETION DATE:
1d. SERVICELINK DATE:	INITIALS:	2d. RITM No.:	3d. REQUEST TYPE:	4a. UCPC COMPLETION DATE:

5. COMMENTS/NOTES: