PERSONNEL REQUISITION FORM FLOW CHART

Fill Existing

Initiating Manager (IM) submits Personnel Requisition Form (PRF) (vacancy due to resignation, retirement, transfer etc.)

IM completes (does not sign) PRF, emails to Director, Dean or VP

Establish New

Approved Needs Assessment request/College Council Emergent Needs Request

IM completes (does not sign) PRF, emails to Director, Dean or VP

Administrative Hold, Abolish, Transfer

President's Cabinet to authorize

IM completes (does not sign) PRF, emails to Director, Dean or VP

Funding Change

President's cabinet to authorize (if funding is needed)

IM completes (does not sign) PRF, emails to Director, Dean or VP

Dean/Director

- (If received from IM) review PRF for accuracy (does not sign)
- Email to department VP

Director (reports to VPA)

- Review PRF for accuracy
- Sign under "Area Vice President or Area Manager"
- Email to Vice President of Administrative Services (VPAS) and VPAS Administrative Coordinator (AC)

VP/President

- Review PRF for accuracy
- Sign under "Area Vice President or Area Manager"
- Email to VPAS and VPAS AC

VPAS

- Review PRF for accuracy
- Fill Exisitng--> sign under "V.P., Admin. Services or Division Head", email to Fiscal Services
- Establish New, Funding Change (increasing FTE, categorical to general fund, etc.)--> email to President for signature under "President or Chancellor". Email back to VPAS and VPAS AC, emiail to Fiscal Services