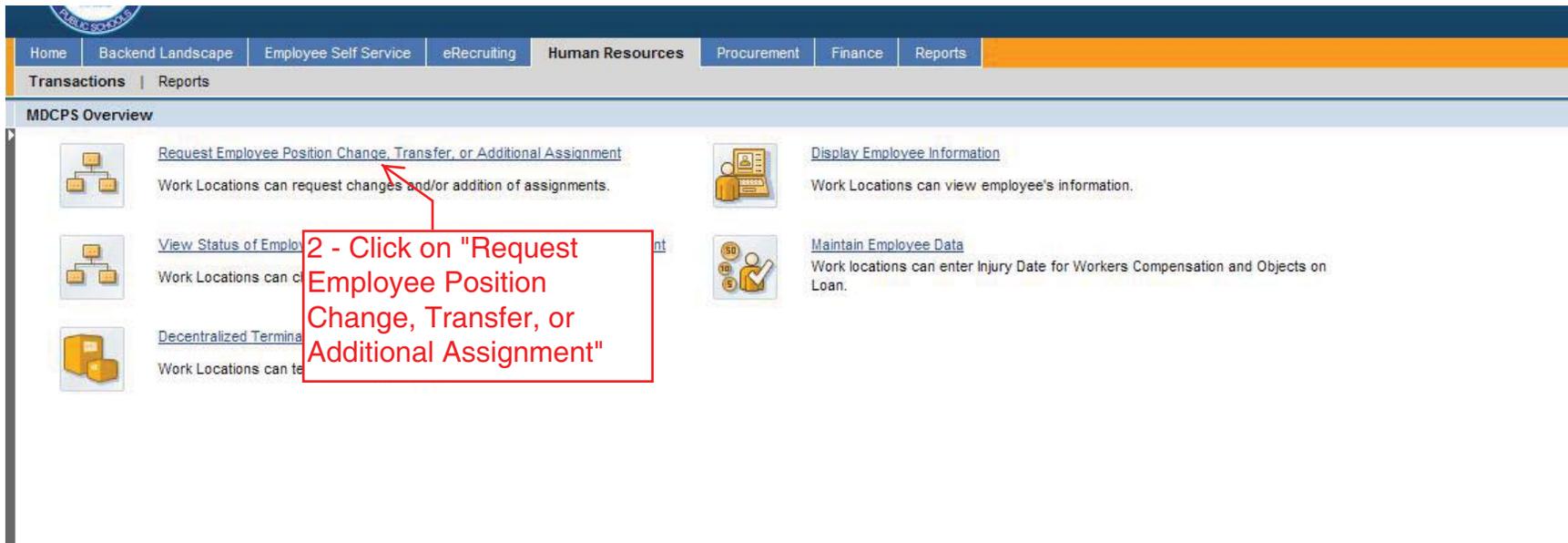
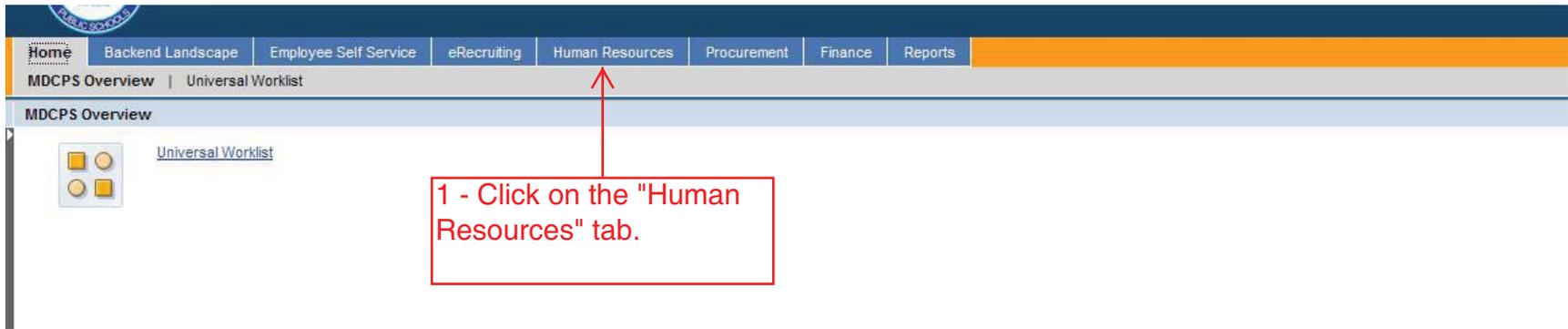


# "Additional Assignment" - for employees currently in your location



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Request Employee Position Change, Transfer, or Additional Assignment

### Create PCR

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Type of Action

**3 - Click on "Add Assignment"**

Position, Adjudicate Pay

Use this option to... position, where eligibility, qualifications/certifications, and pay will be assessed by the appropriate departments.

**Add Assignment**

Use this option to create an additional Part Time position assignment for an employee at your location. You can search for employees in different locations; however you are limited to filling positions at your specific site.

**Move Instructional Employee to an Equivalent Vacant Position (No Pay impact)**

Use this option to move an Instructional Full Time employee from one position to another of equal standing. This is not pay impacting

**Equivalent Instructional Position Trade for 2 Employees (No Pay impact)**

Use this option to swap the positions of two Full Time Instructional employees simultaneously, when both exist in positions of equal standing.

Public Schools

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Request Employee Position Change, Transfer, or Additional Assignment

### Additional Assignment

Menu | Save | Back | Exit | Cancel | System

Start Date	<input type="text" value="02/11/2011"/>	Action Type	<input type="text" value="Z5"/> Add Assignment
		Act.Reason	<input type="text" value="01"/> Add Assignment

4 - Input "Start date" and press enter  
\*\*\*\*\*  
Please remember, only 15 days into the future/180 days in the past  
\*\*\*\*\*

Business Area	<input type="text"/>
Region	<input type="text"/>
Fund	<input type="text"/>
Functional Area	<input type="text"/>
G/L Account	<input type="text"/>

Include Attachments

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Request Employee Position Change, Transfer, or Additional Assignment

### Additional Assignment

Menu | Save | Back | Exit | Cancel | System

5 - Input the employee number

Action Type: 25 Add Assignment  
Act.Reason: 01 Add Assignment

Request Details

Person ID: xxxxx  
Position: 53102204  
Pers. subarea:   
Job: 0  
Personnel area:   
EE group:   
EE subgroup:   
Business Area:   
Region:   
Fund:   
Functional Area:   
G/L Account:

6 - Input the "Position ID" number, which can be found in the Position Control Report - Press enter

Include Attachments

7 - If the information is correct, click the "Save" button  
 \*\*\*\*\*  
 If the information is not correct, press the enter button  
 and re-enter the information.  
 \*\*\*\*\*

Request Employee Position Change

### Additional Assignment

Menu | Save | Back | Exit | Cancel | System

Start Date: 02/16/2011 [calendar icon]    Action Type: Z5 Add Assignment  
 Act.Reason: 01 Add Assignment

**Request Details**

Person ID	xxxxx	DAVID GARCIA
Position	53102204	SKILLED CLER/SKILLED CLERICAL 10M
Pers. subarea	999X	No Duty Days
Job	52000018	72094/SKILLED CLERICAL 10M
Personnel area	N010	NIS Non-Represented
EE group	8	
EE subgroup	A9	
Business Area	7411	MIAMI NORTHWESTERN SENIOR
Region	66	
Fund	100000	
Functional Area	96470000-510300	
G/L Account	515000	

Include Attachments

7.1 - You can add an attachment before "Saving" the request. Please note, this request will be then be sent to the "Universal Workflow" list so that an attachment can be added before approving and submitting through workflow.

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Request Employee Position Change, Transfer, or Additional Assignment

### Additional Assignment

Menu Save Back Exit Cancel System

Request Created

Request submitted successfully with the following Request ID.  
00015324

8 - After pressing the "Save" button, you will be provided a "Request ID" number, please write-down this number to "View Status of Employee Position Change, Transfer, or Add Assignment"

EE group	8
EE subgroup	A9
Business Area	7411 MIAMI NORTHWESTERN SENIOR
Region	66
Fund	100000
Functional Area	96470000-510300
G/L Account	515000

Include Attachments