COLORADO COMMUNITY COLLEGE SYSTEM



Personnel Requisition/Change Form - Forwarding Process

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| ***Date:*** | | |
| ❖ Please staple this routing form to the front of a manila folder and place the PERSONNEL REQUISITION and any other required forms/material inside the folder for processing. ❖ | | |
| ***Route to the following staff:*** | | ***Initial after reviewing and signing the Pers. Req. please forward to next person on list.*** |
| 1. Person Making Request **:** | |  |
| 2. Vice President for Requesting Area **:** | |  |
| 3. Director of Human Resources ~ (reviews base salary amount) | |  |
| *4. Log-in & Assign Number to Pers. Req. ~ Mary Reeves, Finance Div.* | |  |
| 5. Budget Approval (checks Org Code/Finance) ~ ***Brandon McCall or Mark Superka*** (checks budget and after Decision Item is approved original should be returned to Brandon for the file) | |  |
| 6. Executive Staff Review ~ ***Mark Superka*** | |  |
| 7. Human Resources ~ ***Debbee Pylican*** or ***Teri Ayers*** *{for classified staff}* (original PR to HR/copy for your files) | |  |
| ***For Position:*** |  | |
| ***PR #*** |  | |
| ***Return this routing form and folder with signed Personnel Requisition to:***  ***HR or* MARIO MONTOYA**  ***Phone Extension:***  2868 | | |

**Please note ~ if the Personnel Requisition form is incomplete it may be returned to the person making the request and delay the process.**