

STAFF/MPP PERSONNEL REQUISITION

CALIFORNIA STATE UNIVERSITY SAN MARCOS

DEPARTMENT INFORMATION			
Department Contact	Department	Phone	Date
Manager		Division	

POSITION DETAILS		
New Position	Replace Existing Employee	
Position Type	Employee Name:	
MPP	Emergency Hire expiring on/before:	
Probationary/Permanent	Long-term Temporary expiring on/before:	
Working Title	Time Base	Anticipated Monthly Salary Range \$ -
Classification Title	Job Code	Anticipated Start Date

FUNDING SOURCE							
Position Number	Account Code	Fund	Dept ID	Program	Class	Project/Grant	*Percentage Split
*Split Fund	Account Code	Fund	Dept ID	Program	Class	Project/Grant	*Percentage Split

ADVERTISING	
Internal and External	Internal Only
Open until filled	Closed (minimum of 2 week posting period)

APPROVALS	
Dean/Director/Administrator	Date
Vice President	Date
President	Date

BUDGET OFFICE APPROVAL	
Pool ID	Notes
Budget Approval	Date

HUMAN RESOURCES APPROVAL	
HR Approval	Date