TEXAS COLLEGE
PERSONNEL REQUISITION FORM

Position Title:_____

New Position: Replacement Position: Salary Adjustment:

If replacement who is being replaced?_____

Justification

_____

_____

_____

Number of positions to be filled:_____

Effective date of appointment:_____ Extended through:_____

Full Time: Part Time:

Pay Schedule: Monthly: Bi-Weekly: Other:

Months employed: 9 months: 12 months: Other:

Salary:_____

Budget Code(s): Department Code: _____ Percent:_____
Department Code:_____ Percent:_____
Department Code: _____ Percent:_____

Department/Division where employee will actually work:_____

_____ _____
(1) Submitted by (4) Grant Officer

_____ _____
(2) Division Vice President (5) Vice President Business and Finance

_____ _____
(3) Director of Human Resources (6) President