

<b>Request Type</b>	Short Term Assignment (PSR-Short Term Assignment)	
<b>Position Type</b>	Classified	
<b>Position/Assignment</b>	Inclusive IAIII Short Term Assignment	
<b>Account Code:</b>	01-6500-0-5750-1130-2120-SCH-MGMT	
<b>Site:</b>	Henry Elementary	
<b>Required Training:</b>	toiletting	
<b>Start Date:</b>	8/5/2019	
<b>End Date:</b>	2/5/2019	
<b># Hours per Day:</b>	4	
<b># of Days per Year:</b>	109	
<b>Start Time:</b>	7:40	
<b>End Time:</b>	11:40	
<b>Lunch Time:</b>	For Employees working more than 4 Hours.	
<b>Hourly Rate:</b>	\$	17.57
<b>Salary:</b>	\$	7,661.00
<b>Benefits:</b>	\$	690.00
<b>Total Cost:</b>	\$	8,351.00
<b>Justification:</b>	to support speech only student in gen ed	
<b>Comments:</b>		
<b>Classroom Teacher:</b>		
TO BE COMPLETED FOR 1 ON 1 INSTRUCTIONAL ASSISTANT REQUESTS		
<b>Student Name:</b>	Richie Romero	<b>Grade Level:</b> K
<b>Transportation</b>		

PSR - Position | PSR Listing | Travel Req Listing | Travel Req

### Personnel Services Request

New Edit Save Cancel Search Notes(0) History Print Attachments(0) Pr

**Route:** Send to Payroll Processing - Classified

PSR Number: PSR201334 Go Current Step: Personnel Processing - Classified

**Site Name:** Henry Elementary School Board Ac

**Request Type:** Short Term Assignment

**Purpose:** Inclusive Instructional Assistance III - Short Term Assignment for student toileting support. For Richie Romero

Employees:	Employee Name	Employee Name
	Dolores Pinon	

**Date(s) of Service:** 8/5/19 - 2/5/20

**Hours/Not to Exceed:** 4

**Rate of Pay:** 17.57

**Salary:** 7,661.00 **Benefits:** 690.00 **Total Cost:** 8,351.00

**Budget Transfer DT:** 08/26/2019

**Justification:** To support speech only student in general ed.

**Program:** Special Education

**Blanket Statement:**

**Comments:**

Account(s):	Line	Pseudo	Account Number	Percent
	1	212212	01-6500-0-5750-1130-2120-170-0529	100.00

- For Short Term Assignments/Extra Duty you will follow the same format when creating PSRs.
- Regardless of the employee working in the assignment, you will always use the account code listed on the SPERF/PSR.