

Request Type	New Position (New Position PSR)		
Position Type	Classified		
Position/Assignment	SDC IAll		
Account Code:	01-6500-0-5770-1110-2110-SCH-MGMT		
Site:	Rialto Middle		
Required Training:			
Start Date:	8/5/2019		
End Date:			
# Hours per Day:	6.5		
# of Days per Year:	203		
Start Time:	8:00		
End Time:	3:00		
Lunch Time:			
For Employees working more than 4 Hours.			
Hourly Rate:	\$	16.29	
Salary:	\$	21,495.00	
Benefits:	\$	24,470.00	
Total Cost:	\$	45,965.00	
Justification:	IA: Clarissa Suarez		
Comments:	IEP offers 1:1 as service		
Classroom Teacher:			
TO BE COMPLETED FOR 1 ON 1 INSTRUCTIONAL ASSISTANT REQUESTS			
Student Name:	Drea Murray	Grade Level:	8
Transportation			

PSR	PSR - Position	PSR Listing	Travel Req Listing	Travel Req
Personnel Services Request - Position				
New	Edit	Save	Cancel	Search
Notes(0)		History	Print	Attachments(0)
Route: Send to Payroll Processing - Classified				
PSR Number: PSR202095		Go	Current Step: Personnel Processing - Classified	
Site Name: Rialto Middle School				Effectiv Board
Request Type: New Position				
Position Type: Classified				
Position: INSTR ASSISTANT II-SE(RSP/SDC/INCL)				
Replacement For: New position				
Hours Per Day: 6.50		Days Per Year: 203.00		
Start Time: 08:00 AM		End Time: 03:00 PM		
IA: Clarissa Suarez				
Justification:				
Comments: IEP offers 1:1 as service. Student is Drea Murray				
Account(s):				
Line	Pseudo	Account Number	Percent	
1	210875	01-6500-0-5770-1110-2110-340-0655	100.00	
TO BE COMPLETED BY FISCAL SERVICES				
Position #: IAII083		Salary: 22,142.00	Benefits: 24,673.00	Total Cost
TO BE COMPLETED BY PERSONNEL SERVICES				
Position Filled by:			Effective Date:	

- Please use this formatting for the PSR when you receive a SPERF for a New Position, Elimination, Transfer, Increase, or Decrease.
- For a New Position, until it has been filled you will follow the account line and change the (Object) 2110 to 2140 and the (MGMT) 0655 to 5000. The account line on the timecard for the employee (sub or contracted employee) would look like: 01-6500-0-5770-1110-2140-340-5000