Unclassified Employees

- **Requestor/Department**
  1. Determine the class code
  2. Is this a new position to the budget
  3. Fills out a BTA to establish the line item and request the new position to be created
  4. Yes
  5. Process BTA
  6. Makes sure the employee fulfills the minimum requirements (HR Guide R-300)
  7. Process PCR and gives a copy to the employee to sign and deliver to Campus Personnel *
  8. Creates position in PCS

- **Budget and Purchasing**
  9. No
  10. 1
  11. 2
  12. 3
  13. 4
  14. 5
  15. 6
  16. 7
  17. 8
  18. 9

- **SPOC**
  19. Submits PCR to Campus Personnel with completed Hiring Packet (also copies of college transcripts for student workers)

- **Student**
  20. Confirms that the Hiring Packet has been completed and submits PCR to SAP

- **Campus Personnel**

*Student worker assignments should be only for one semester at a time only.

Last update: June 2010