



Requisition Review

1. A position requisition is submitted directly to _____ Services for approval. Upon approval, the site/department must generate a vacancy requisition, and submit directly to _____ for processing.

2. In order to generate an on-line vacancy requisition, you must have a _____ number.

3. A per diem requisition requires the submission of a corresponding _____ sheet to Payroll Services.

4. A per diem requisition must be submitted in advance of the corresponding time sheet.

True or False

5. Accumulated vacation and sick leave earnings are on file with Human Resource Services.

True or False

6. New employees must complete _____ processing with Human Resource Services _____ to their first day of employment.

7. Personnel Technicians (salary) in Human Resource Services process gross earning salary placements. This data is then transmitted to _____ Services in order to generate net income. (Gross earnings = before taxes; net earnings = after taxes.)

8. A position requisition form is used to initiate what type of actions?

Three horizontal lines for handwritten answers.

9. A vacancy requisition form initiates what type of actions?

Four horizontal lines for handwritten answers.

Position Req? Vacancy Req? Per Diem Req?