



Human Resource Services

OUT OF CLASS REPLACEMENT REQUEST

Instructions

- This form is to be used to request a full out of class replacement of a current vacant position.
1. Complete all sections, route for approval and return the request to Human Resource Services (HRS).
 2. HRS will initiate the Out of Class internal posting in PeopleAdmin.
 3. Once it is approved, HRS will post the "Temporary Out of Class Opportunity" and send a notification to the applicable classification group(s).
 4. All interested employees who are eligible for the Out of Class opportunity will need to complete an application in PeopleAdmin.

Contact Information

Requestor:	Extension:
Position Supervisor:	Extension:
Department/Office:	Date:

Out of Class Replacement Information

Incumbent's Name _____ Grade _____

Classification Title _____

Position Details

Please do not make any changes to the position; this information is used for the position posting. If you would like to change a position you need to complete a Position Authorization form.

Position Type: Classified CAST

% Time: Full-Time Part-Time = _____%

Work Hours: Regular (M-F, day hours) Other _____

of Months: 10 11 12

Location: San Marcos Other _____

Duration of Assignment: _____

Salary Account – The funding source where the out of class assignment will be paid from.

Letter	Account	Department	Program	Project Grant	%

Approval Signatures

Date	Supervisor
Date	Dean/Director/Manager
Date	VP/Executive Administrator