



North Monterey County Unified School District

District Office

13994 Castroville Blvd, Castroville, California 95012 (831) 633-3343

Personnel Requisition Timeline

- PR's are due **BEFORE** employee works (at least 3 weeks prior)
- All blanks should be filled in on the PR (put N/A where it is not applicable)
- All PR's need to be signed by requesting Employee, Supervisor, Human Resources, Business Manager and Project Director if required.
- ❖ *NOTE: As noted above be sure to scan the required items to the HR/Payroll email address at HR_Payroll@nmcusd.org.*
- ❖ *NOTE: Budgets have been prepared with expected extra hours, and or overtime. PR's can and should be submitted based on Budget and can be updated as needed.*

Please keep the original documents on file at your location in case there is a need to review and or reconcile what was received via the HR/Payroll email address.