HR-7 Form

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| --- | --- |
| C:\Users\nancyy\Pictures\313861ce-1761-4fa2-8727-2761d02cb889 (002).png | Workforce Development  Request for Personnel **\***This form must be filled out each fiscal year Workforce Development Teacher  or Trainer is employed by the College |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Date: | |  | For Fiscal Year: |  |
| Job Title: | | Workforce Development Trainer  Workforce Development Teacher  Workforce Development Assistant |  |  |
| Stipend Amount: | Timesheet |
| Department: | | Workforce Development | Supervisor: | Workforce Development Director |
|  | | |  | |
|  | Name of Person Hired as Workforce Development Employee: | |  | |
| Telephone Number: | | (     )   – | |
| Starting Date: | |  | |
| Ending Date: | |  | |
|  | Hours for the year: (Estimate)  < 20  377 – 564  > 941  21 – 188  565 – 752  189 – 376  753 – 940 | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget**  Must be filled in | Fund | **–** | Org | **–** | Acct | **–** | Program | **–** | Location  (If off campus) | Percent |
| **Workforce Development** | 11000 | – | 004361 | – | 14400 | – | 0000 | – | Training & Resource Center | % |
| **Workforce Development** |  | – |  | – |  | – |  | – | Training & Resource Center | % |
| **Workforce Development** |  | – |  | – |  | – |  | – | Training & Resource Center | % |
| **Workforce Development** |  |  |  |  |  |  |  |  | Training & Resource Center | % |

|  |  |  |  |
| --- | --- | --- | --- |
| Signatures: | Your signature verifies that the personnel request has your approval and that there are adequate funds in the budget codes listed above. | | |
| Supervisor: |  | Date: |  |
| VP – Administrative Services: |  | Date: |  |
| Dean, Human Resources: |  | Date: |  |

Copy to Payroll