HR-7 Form

|  |  |
| --- | --- |
| 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