HR-9 Form

|  |  |
| --- | --- |
| 313861ce-1761-4fa2-8727-2761d02cb889 (002) | Public Safety Training   Request for Personnel175–day maximum / Rehire in subsequent year allowed   Approved Job Titles Only |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current Date: | | |  | | | | | | | | For Fiscal Year: | | | | |  | | |
| Job Title and Range: | | | Evaluator I, Range 33  Evaluator II, Range 61  Other Evaluator, Range **\_\_\_\_\_\_\_\_\_** | | | | | | | | Public Safety Training Area: | | | | | Police  Fire | | |
| Department: | | | Public Safety Training | | | | | | Supervisor: | |  | | | | | | | |
|  |  | | | | | | | |  | | | | | | | | | |
|  | Name of Person hired as Professional Expert Employee:  **Or**  See attached List (Include employee Banner ID number): | | | | | | | |  | | | | | | | | | |
| Employee’s Email: | | | | | | | | @ | | | | | | | | | |
| Employee’s Start Date: | | | | | | | |  | | | | | | | | | |
| Ending Date: | | | | | | | | End of Fiscal Year  Hours for the year: (Estimate)  < 20  377 – 564  > 941  21 – 188  565 – 752  189 – 376  753 – 940 | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | |
| **Budget**  Must be filled in | |  | | **Fund** | **–** | **Org** | **–** | **Account** | | **–** | | | **Program** | | **–** | | **Percentage (%)** |
| Police | | 11000 | – | 304041 | – | 24500 | | – | | | 2155 | | – | | % |
| Fire | | 11000 | – | 304042 | – | 24500 | | – | | | 2133 | | – | | % |
| 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: | |  | | | | | |
| Provost: | | | |  | | | | | | | | Date: | |  | | | | | |
| Dean, Human Resources: | | | |  | | | | | | | | Date: | |  | | | | | |

For HR Use Only

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Evaluator II, Police | LAG999 | LIS01 | 4041 |  |  |  |
| Evaluator I, Police | LAJ998 | LIS02 | 4041 |  |  |  |
| Other Evaluator, Police | LOP999 | LIS01 | 4041 |  |  |  |
| Evaluator II, Fire | LFF999 | LIS01 | 4042 |  |  |  |
| Evaluator I, Fire | LPF998 | LIS02 | 4042 |  |  |  |
| Other Evaluator, Fire | LOF999 | LIS01 | 4042 |  |  |  |