|  |  |  |
| --- | --- | --- |
| [ ]   **ADD** [ ]  **DROP** |  | **Date:** |
| Name      | Phone Number     | Employee ID #      |
| Address      | City      | Zip Code      | Offer of Position Date      |
| Building/Work Location      | Immediate Supervisor      | Requested Start Date      |
| Position Title      | Grade/Subject      | Union  | [ ]  MEA-NEA [ ]  Teamsters | [ ]  MFT/AFT [ ]  AFSCME | [ ]  AFSCME-Security Guards/Hall[ ]  AFSCME-Computer Lab |
|  |  | [ ]  None |  |  |  |
|

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|       | [ ]  | Hourly |  |  |  |  |  |  |
| [ ]  | Annually |       |  |       |
| Salary |  |  | Hours Per Day |  | Days Per Week |  | Payroll ASN |
|       |  |       |  |  | MEA Schedule (BA/MA/PhD) |       |  |
| Official Start Date |  | First Pay Date | Semester 1  |       | Semester 2  |       |

 |
| **CHANGE** |  |  |  |
| **FROM:** |  |  | **TO:** |
| [ ]  | Assignment: |       |  |       |  |
|  |  |  |  |  |  |  |  |  |
| [ ]  | Base Salary: | From: |       | To: |       | Date Effective/Retro to: |       |  |
| [ ]  | Stipend: | From: |       | To: |       | Date Effective/Retro to: |       |  |
|  |  |  |  |  |  |  |  |  |
| **LEAVE OF ABSENCE**  |  |  |  |  |  |  |
| Reason[ ]  FMLA [ ]  Medical [ ]  Workers Comp [ ]  Layoff | Date Leave Begins      |
| Approximate Length of Leave      | Actual Length of Leave      | Approximate Return Date      | Actual Return Date     | Sick Bank Use (if applicable)      |
| Date to Remove from Insurance      | Board Action Date      |
| REMOVE |
|  |  | [ ]  Resignation |  |  |
|  |  | [ ]  Retirement |  |  |
|  |       | [ ]  Termination |       |  |       |  |       |  |
|  | Date |  | Last Work Day |  | Last Pay Date |  | Date to Remove from Insurance  |  |
|  |  |  |  |
|  |
| REMARKSLogin/Id’s to Create/RemoveCurriculum Business Manager\_\_\_\_\_ Kalpa \_\_\_\_\_ E-mail\_\_\_\_\_ Curriculum Crafter \_\_\_\_\_ Microsoft\_\_\_\_\_ Blackboard SuperintendentBenefits Coordinator \_\_\_\_\_\_ PowerSchools\_\_\_\_\_ Aesop \_\_\_\_\_\_ DataDirector\_\_\_\_\_ Safeschools Human Resources \_\_\_\_\_\_ Stages \_\_\_\_\_ Powerschools\_\_\_\_\_ Stages (Davis |        |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Signature |