

Print Form

Clear Form

Submit by E-mail

Position Number Job Title Class Code Pay Grade Personal Data (IT0002) (Do not submit by e-mail if including SSN below) Gender Nationality Marital Status Birthday SSN Drganizational Assignment (IT0001) Required Field Personnel Sub Area Cost Center Personnel Administrator Name and No. Contract Hours Internal Order No Time Administrator Name and No. Manager Name Manager Position Number Monitoring Date Specifications (IT0019) End of Probation DROP Start Date DROP End Date Pref. Eval. Date Date Specifications (IT0041) Original Hire Date Latest Hire Date Career Service Date Opt Out AR Diamond Leave Accrual Date Merit Increase Date Employee Business Address (IT0006) Employee Personal Address (IT0006)	Employee Name <i>(La</i>	Effective Date								
Personal Data (IT0002) (Do not submit by e-mail if including SSN below) Gender Nationality Marital Status Birthday SSN Organizational Assignment (IT0001) Required Field Personnel Sub Area Cost Center Personnel Administrator Name and No. Payroll Administrator Name and No. Contract Hours Internal Order No Time Administrator Name and No. Benefits Administrator Name and No. Manager Name Manager Position Number Monitoring Date Specifications (IT0019) End of Probation DROP Start Date DROP End Date Pref. Eval. Date Original Hire Date Latest Hire Date Career Service Date Opt Out AR Diamond Leave Accrual Date Merit Increase Date Employee Personal Address (IT0006)	Personnel Number	Business Area	Personnel Area Or	ganization Uni	t OU Mana	ger	PA Function	s		
Position Number Job Title Class Code Pay Grade Personal Data (IT0002) (Do not submit by e-mail if including SSN below) Gender Nationality Marital Status Birthday SSN Progranizational Assignment (IT0001) Required Field Personnel Sub Area Cost Center Personnel Administrator Name and No. Payroll Administrator Name and No. Benefits Administrator Name and No. Manager Name Manager Position Number Monitoring Date Specifications (IT0019) End of Probation DROP Start Date DROP End Date Pref. Eval. Date Date Specifications (IT0041) Original Hire Date Latest Hire Date Career Service Date Opt Out AR Diamond Leave Accrual Date Merit Increase Date Employee Business Address (IT0006) Employee Personal Address (IT0006)	Create Action	(IT0000) Requ	uired Field							
Personal Data (IT0002) (Do not submit by e-mail if including SSN below) Gender Nationality Marital Status Birthday SSN Draganizational Assignment (IT0001) Required Field Personnel Sub Area Cost Center Personnel Administrator Name and No. Payroll Administrator Name and No. Contract Hours Internal Order No Time Administrator Name and No. Benefits Administrator Name and No. Manager Name Manager Position Number Monitoring Date Specifications (IT0019) End of Probation DROP Start Date DROP End Date Pref. Eval. Date Date Specifications (IT0041) Original Hire Date Latest Hire Date Career Service Date Opt Out AR Diamond Leave Accrual Date Merit Increase Date Employee Business Address (IT0006) Address City State Zip Code Business Num Employee Personal Address (IT0006)	Reason for Action					Emp	loyee Group	Employee Subgroup		
Drganizational Assignment (IT0001) Required Field Personnel Sub Area Cost Center Personnel Administrator Name and No. Payroll Administrator Name and No. Contract Hours Internal Order No Time Administrator Name and No. Manager Name Manager Position Number Monitoring Date Specifications (IT0019) End of Probation DROP Start Date DROP End Date Pref. Eval. Date Date Specifications (IT0041) Original Hire Date Latest Hire Date Career Service Date Opt Out AR Diamond Leave Accrual Date Merit Increase Date Employee Business Address (IT0006) Address City State Zip Code Business Number Employee Personal Address (IT0006)	² osition Number	Job Title		Class Code	Pay Grade					
Personnel Sub Area Cost Center Personnel Administrator Name and No. Payroll Administrator Name and No. Payroll Administrator Name and No. Payroll Administrator Name and No. Benefits Administrator Name and No. Manager Name Manager Position Number DROP End Date Pref. Eval. Date Payroll Administrator Name and No. Benefits Administrator Name and										
Personnel Sub Area Cost Center Personnel Administrator Name and No. Payroll Administrator Name and No. Payroll Administrator Name and No. Payroll Administrator Name and No. Benefits Administrator Name and No. Manager Name Manager Position Number Manager Position Number Manager Position Number Pref. Eval. Date Pref. Eval. Date Pate Specifications (IT0041) Pate Specifications (IT00)rganizational	A ssignmen		ed Field						
Manager Name Manager Position Number DROP End Date Pref. Eval. Date Pref. Eval. Date Pref. Eval. Date Driginal Hire Date Latest Hire Date Career Service Date Opt Out AR Diamond Leave Accrual Date Merit Increase Date Employee Business Address (IT0006) Address City State Zip Code Business Number Employee Personal Address (IT0006)	_	_			e and No.	Payroll A	dministrator N	ame and No.		
Ionitoring Date Specifications (IT0019) Indicate Specifications (IT0041) Prefix Eval. Date Pref. Ev	Contract Hours Internal Order No Time Administrator Name and No.						Benefits Administrator Name and No.			
DROP Start Date DROP End Date Pref. Eval. Date Date Specifications (IT0041) Driginal Hire Date Latest Hire Date Career Service Date Opt Out AR Diamond Leave Accrual Date Merit Increase Date Description of Probation DROP End Date Pref. Eval. Date Pref. Eval. Date Driginal Hire Date Career Service Date Driginal Hire Date Career Service Date Opt Out AR Diamond City State Driginal Hire Date Driginal Hire	lanager Name					Ma	anager Position	n Number		
Date Specifications (IT0041) Driginal Hire Date Latest Hire Date Career Service Date Opt Out AR Diamond Leave Accrual Date Merit Increase Date Employee Business Address (IT0006) Address City State Zip Code Business Number of State State Code Business Number of State State Code Business Number of State State Code Business Number of	lonitoring Dat	te Specificat	ions (IT0019)							
Original Hire Date Latest Hire Date Career Service Date Opt Out AR Diamond Leave Accrual Date Merit Increase Date Camployee Business Address (IT0006) Address City State Zip Code Business Number Complete State City State Code Business Number Camployee Personal Address (IT0006)	nd of Probation		PROP Start Date		DROP End Date		Pref.	Eval. Date		
imployee Business Address (IT0006) Address City State Zip Code Business Nur Employee Personal Address (IT0006)	ate Specifica	tions (IT004	1)							
City State Zip Code Business Num Employee Personal Address (IT0006)	Original Hire Date	Latest Hire Dat	te Career Service	Date Opt C	out AR Diamond	Leave	Accrual Date	Merit Increase Date		
mployee Personal Address (IT0006)	mployee Bus	iness Addre	ss (IT0006)							
	Address			City	City		e Zip Coo	de Business Number		
Address City State Zip Code Business Nur	Employee Pers	sonal Addres	ss (IT0006)							
	Address			City		State	e Zip Coo	de Business Number		

Additional Info	ormation (IT0077)				
Ethnic Origin	Military Status	EEO Exempt		Disability Di	sability Date
		Employee Eligi	ble for Medicare		
Residential St	tatus (IT0094)				
Choose:	ID Type	Issuing Authority	ID Number	Date Issued	Expiration Date
	Work Permit Type	Issuing Authority	ID Number	Date Issued	Expiration Date
Planned Work	king Time (IT0007) Requ	uired Field			
Employee Percenta	age Work Schedule Rule	Time Management Statu	us Working Week	Part Time Employee	e Additional Time I.D.
Dania Day (IT)	0000) Dequired Field				
	0008) Required Field Reason Name	Hourly Ra	ate Annua	l Salary	Wage Type
]
Residential Ta	ax Area (IT0207)		Work Tay	Area (IT0208)	J [
Residential Tax Are	•		Tax Authority		(optional)
Nesidential Tax Are	VVOIR / IIIOCATIOT //		Tax Additionty	VVOIKSILE	(орионат)
04-4-10/24-1-1		40)			
	ding Information (IT02 ⁻				
Filing Status	Allowances	Dependents	Additional Withl	nolding Amount	State Tax Exempt
Federal Withh	olding Information (IT	0210)			
Filing Status	Allowances Additi	onal Withholding Amour	nt Federal Tax I	Exempt Earned Inc	ome Credit
Emergency Co	ontact (IT0021)				
Name (Last, First, I	Middle)		Relationsh	ip Gender Ph	none Number
Address			City	St	ate Zip Code
Submitting Of	ffice				
Contact Person			Phone Nur	nber	
Approvals					
Approved	Employee Supervisor/Manage	r		Date	
Disapproved		.			
Approved	Assistant Director or Designee	<u> </u>		l L Date	
Disapproved					