



# Human Resources

## In Building Assignments - MI Schedule Only

### HIRE, ADD, CHANGE, END POSITION(S)

Employee's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Current Employee     New Hire\*    Date of Hire: \_\_\_\_\_

With this assignment is the employee working more than 4 hours per day total?:  Yes     No

If under 4 hrs/day, would they like their pay spread over 10 months (thru June) or over 12 months (thru August)?:  10     12

\*For new hires the In Building Hire Packet must be complete prior to date of hire.

### IN-BUILDING POSITION(S)

At least 15 minutes per day, 5 days per week to have hours on timesheet.

		Loc	Budget	Mon Hrs.	Tues Hrs.	Wed Hrs.	Thur Hrs.	Fri Hrs.	Total Hrs.	Start Date/ Last Day Worked
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change	<input type="checkbox"/> In-Bldg Aid (MI 125,220,13)		1000235310							
<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> In-Bldg Aid Sub (MI 126,222,60)		1000235371							
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change	<input type="checkbox"/> Crossing Guard (MI 103,220,13)		9900255310							
<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Crossing Guard Substitute (MI 105,222,60)		9900255371							

### GRANT MONEY POSITIONS

Some monies can't be used to hire personnel. Please call Accounting with questions.

- Student Help   
  Building Program Assistant   
  Building Program Time   
  Homework Center Monitor  
 Loc./Logistic, Site Supervision   
  Specific Activity Provider/Leader   
  Homework Center Tutor Helper

	Loc	Budget	Mon Hrs.	Tues Hrs.	Wed Hrs.	Thur Hrs.	Fri Hrs.	Total Hrs.	Start Date/ Last Day Worked
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change									

### TERMINATE EMPLOYEE

Left District     Hired In-district    Last Day Worked \_\_\_\_\_

Notes: \_\_\_\_\_

Requester Signature: \_\_\_\_\_