

Scheduled Work Period:

Scheduled Hrs Per Week:

Pay Rate:

Total Hours:

Total Dollars:

Department:

Supervisor:

Employee Office Location:

Ext:

Part Time Employee Justification & Details Section

Signatures

*** 1126's will not be accepted without all appropriate signatures ***

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Ø *Signature Approval process for 1126's (Hire/Rehire/Change):*

Ø *Signature Approval process for 1126's (Termination):*