



*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 \*\**

Ø

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

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