Scheduled Work Period: Qick the drop down to choose the Start and End Dates.

The <u>Start Date</u> MUST be the beginning date of a Pay Period (use Pay Schedule as reference). Please complete the 1126 no later than 3 weeks <u>PRIOR</u> to the start date. If an approved 1126 is not received by the start date listed, the start date will be adjusted by payroll once the fully approved 1126 is received.

** If the 1126 is for a New Hire, the Payroll Office must also receive the completed pay packet prior to the start date.

The End Date should be the end of the semester according to the pay schedule.

Scheduled Hrs Per Week: Type the number of hours your department has decided the employee will be working. Please keep in mind there are a maximum number of hours a part time employee may work per week depending on their title.

Pay Rate: This field will automatically populate in accordance with the selected title.

Total Hours: Multiply the number of scheduled hours per week by the number of weeks the employee is expected to work.

Total Dollars: This field will auto calculate based on the total hours and pay rate.

Department: Type the name of the department.

Supervisor: Type the name of the individual who will be approving the Web Time Entry Hours.

** If someone other than the Supervisor or Originator of the 1126 should be included on the approved 1126 confirmation email you may also type either name in this section.

(Example: Supervisor Name/Additional Name)

Employee Office Location: **Qick the drop down to choose the**

Office Location.

Ext: Type the phone extension that will be assigned to the employee OR the phone extension of the supervisor if the employee will not be assigned to a phone.

Part Time Employee Justification & Details Section

Signatures

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

- Ø The originator is the creator of the 1126. The originator should complete the document in its entirety and review for accuracy before forwarding for approvals. Failure to forward completed forms will delay the process and the start date of your candidate.
- Ø Signature Approval process for 1126's (Hire/Rehire/Change):

Originator > Department Head/ Dean > Assoc. Dean/ Vice President > Assoc. Dean for Sponsored Programs (IF applicable), VP Institutional Advancement (IF applicable) >

Affairs > Human Resources

Ø Signature Approval process for 11.26's (Tetraination):

Originator > Department Head/ Dean > Assoc. Dean/ Vice President > Assoc. Dean for Sponsored Programs (IF applicable), VP Institutional Advancement (IF applicable) > Campus Business O