



# WORK ORDER

## Position Information

Clerk <input type="radio"/> Typist <input type="radio"/> # Positions _____ Start Date <input type="text"/> End Date <input type="text"/> (Military Time) Hours _____ Lunch _____ <input type="checkbox"/> First available class OK <input type="checkbox"/> Contractor OK (rates vary)	<b>Desired Skills</b> <input type="radio"/> MESSENGER <input type="radio"/> DR. LICENSE <input type="radio"/> WORD <input type="radio"/> LIFT (50 lbs) <input type="radio"/> DATA ENTRY <input type="radio"/> EXCEL <input type="radio"/> RECEPTIONIST <input type="radio"/> SCHEDULING <input type="radio"/> POWERPOINT <input type="radio"/> OTHER <input style="width: 100%; height: 50px;" type="text"/>	<b>Justification</b> <input type="radio"/> SEASONAL <input type="radio"/> PROJECT <input type="radio"/> LEAVE * <input type="radio"/> VACANCY * *employee name/class <input style="width: 100%; height: 50px;" type="text"/>
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## Work Schedules: CHECK ALL ACCEPTABLE STAFFING OPTIONS

- STANDARD 37.5: - Employee(s) works fulltime 5 day/37.5 hr week
- PART TIME 27.5: - Employee(s) works 5/5.5 hour days (ex.M-F 9am-3pm/half hour lunch)
- JOBSHARE (FULL DAY): - 2 part-time employees split 37.5 hr week - 1 works 3 full days | 1 works 2 full days
- JOBSHARE (AM/PM): - 2 part-time employees split 37.5 hr week - 1 works 5 AMs | 1 works 5 PMs

## Billing Information

<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<b>BUSINESS AREA</b>	<b>SAP FUND</b>	<b>BUDGET PERIOD</b>	<b>COST CENTER</b>	<b>AGENCY CONTROL #</b>

## Work Location

BUREAU NAME _____	SUPERVISOR NAME _____	PC access for CATS time entry? YES <input type="radio"/> NO <input type="radio"/>
ROOM/BLDG _____	PHONE: _____	Free parking available? YES <input type="radio"/> NO <input type="radio"/>
STREET _____	EMAIL: _____@pa.gov	Accessible by bus route? YES <input type="radio"/> NO <input type="radio"/>
	R/3 ID: P00 _____	Capitol Complex? YES <input type="radio"/> NO <input type="radio"/>

## Job Duties: (attach if necessary)

HR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE \_\_\_\_\_