

**ASPIRE Personnel Employment Action  
(Applicants not in the ASPIRE system)**

**People Information**

<b>Effective Date</b>	<b>Rehire (Y/N)</b>

<b>Employee Name (As it appears on the SS card)</b>	<b>SSN</b>

<b>Work E-Mail Address</b>	<b>Phone Information (Wk, Pgr, Cell)</b>

<b>Address Information (County of Residence)</b>

**Assignment Information**

<b>Organization</b>	<b>Position Number (6 digit #)</b>	<b>Position Title</b>
<b>Job Code (4 digit #)</b>	<b>Grade</b>	<b>Location</b>

**People Group**

<b>Time and Labor Preference</b>	
<b>Time/Labor Approval Style</b>	
<b>Accrual Benefits Group</b>	
<b>Retirement</b>	
<b>Cellular Allowance</b>	
<b>Clothing Allowance</b>	
<b>Vehicle Allowance</b>	
<b>Sheriff Premium</b>	

<b>Assignment Category (FT, PT, ONC, etc...)</b>	<b>Employee Supervisor (system name)</b>

**Supervisor Information**

<b>Is this employee a supervisor?</b>	<b>If yes, list Direct Reports</b>

<b>Working Hours (hours per week)</b>	<b>Rate of Pay</b>

**Purchase Order Information-Default Expense Account**

<b>Fund</b>	<b>Cost Center</b>	<b>Account</b>	<b>Project</b>

<b>Initiator Signature</b>	<b>Date</b>	<b>Approver Signature</b>	<b>Date</b>

**Time and Labor Information**

**Additional Assignment Details**

<b>After Hours Pay Rate</b>	<b>Badge ID for Kronos</b>	<b>Time Clock Group</b>

**Assignment Time Information**

<b>Earning Policy</b>	
<b>Shift Differential Policy</b>	
<b>Hour Deduction Policy (JCW/INF)</b>	

