

1. Non-Regular
 Classified
 Certificated

Tacoma Public Schools
EMPLOYEE ASSIGNMENT SET-UP FORM

(Do not use this form to report time worked)

Shaded areas for HR/Finance

NON-REGULAR EMPLOYEES are those hired for part time temporary help. All required personnel information must be on file as noted on instructions*.
ESEA: All Para-educators providing assistance in instructional areas are required to meet ESEA standards.
REGULAR EMPLOYEES are existing employees requiring additional work assignment(s).

2.

Job Title: _____
Description of Duties: _____

Name of Administrator who will certify time: _____

Effective Start Date	Effective Stop Date	Time Keep Location	Estimated Cost
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3.

Employee I.D. #	Print Legal Name			HED	HOURS PER WK	RATE	FUND	PROGRAM	ACTIVITY	OBJECT	LOCATION	BRC	MEETS ESEA REQ		POSITION #
	Last	First	MI										Y	N	

4.

Submitted by: _____	Date: _____	Finance Accounting _____
Authorizing signature for Prog/BRC: _____	Date: _____	Finance Position # _____
Deputy Superintendent: _____	Date: _____	H/R Department _____

Instructions for Employee Assignment Set-Up Form

Use this form to request employment authorization assignment set up for additional assignments for regular existing employees or part-time employment of non-regular employees. **DO NOT** use this form as a time sheet to report time worked.

The numbers below correspond to the numbers printed on the front of this form .

1. Check ONE box indicating non-regular, classified or certificated employee(s).
DO NOT mix employee types on one form. Prepare separate forms for each type.
2. Enter job title, description of duties, name of the administrator who will certify time, effective start date, effective stop date, timekeeping location and estimated cost.
3. Complete all information in section 3 for each employee, including accounting. Enter rate amount and maximum hours for this assignment.
4. Forward form for appropriate signatures. Signatures are required in section 4 as indicated.

ESEA:

All Para-educators providing assistance in instructional areas are **required** to meet ESEA standards.

Required qualifications for Para-educators:

- * 2 years of college with official transcripts; or
- * AA Degree or higher; or
- * Pass state Para test to demonstrate knowledge and ability to assist in instructing, reading, writing and mathematics, or appropriate
- * reading readiness, writing readiness and mathematics readiness.

NON-REGULAR EMPLOYEES:

A non-regular employee is for part-time help only. An employee application for temporary employment, W4 (including Social Security Number), I-9 form and other applicable forms must be submitted in person to Human Resources prior to employment. Also, an hourly employee recommendation form and reference must be on file.