



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

JOB ACTION REQUEST

Action Requested	Check box if employee is returning from: STD <input type="checkbox"/> or MEL <input type="checkbox"/>
-------------------------	---

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	Social Security Number (New Hire Only)
Department			Department ID

WORK LOCATION

Effective Date	Action	Reason	Position No.	Company
-----------------------	---------------	---------------	---------------------	----------------

JOB INFORMATION / JOB LABOR

Job Code	Job Code Title	Union Code
Standard Hours	Regular Shift	Employee Class
		Officer Code

SALARY PLAN / COMPENSATION

MBO Enrolled	MBO Holiday Schedule	Grade	Step	Step Rate
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Regular* <input type="checkbox"/> Non-Regular**			

* Regularly scheduled to work holidays. ** Not regularly scheduled to work holidays.

SBC DATA

Daily Scheduled Units	Retirement Hours	Position Status	Job Status
------------------------------	-------------------------	------------------------	-------------------

AUTOMATED ADDITIONAL PAY CRITERIA

<input type="checkbox"/> Initiate	Earning Code	<input type="checkbox"/> Initiate	Earning Code	<input type="checkbox"/> Initiate	Earning Code
<input type="checkbox"/> Cancel		<input type="checkbox"/> Cancel		<input type="checkbox"/> Cancel	

Department Comments

Payroll Specialist Name (Print & Sign)	Mail Code	Phone Number	Date
---	------------------	---------------------	-------------

TO BE COMPLETED BY HR STAFF ONLY

Comments:	Elig Fld 1:
------------------	--------------------

DISTRIBUTION: Original - EMACS-HR (0030) or EBSD-Leaves Team (0440)

Copy - Department

MBO Elig. Config. Code	MBO Holiday Sched.	Keyed By (Employee ID)	Date	Audited By (Employee ID)	Date
-------------------------------	---------------------------	-----------------------------------	-------------	-------------------------------------	-------------