



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

CHECKLIST FOR RECURRENT TO EXTRA HELP

Must print in Black or Blue ink ONLY

Employee ID	Rcd. No.	Last Name, First Name
Department		

PREREQUISITE

Note: Prerequisite(s) must be completed and sent to Employment-Human Resources prior to completing this packet

Personnel Requisition (PR)*

- [Manual - Include copy with packet](#)
- Online

REQUIRED

- [Employment Status and Wage Notification](#)
- [Job Action Request \(JAR\)](#)
- [Extra-Help/Recurrent Appointment Agreement](#)
- [Social Security Form \(Form SSA-1945\)](#)

REQUIRED (IF APPLICABLE)

- [Advanced Step Hiring Request - New Employee Only*](#)
 - [Bronze Plan Enrollment Form #](#)
 - [Bilingual Compensation Request - Level I*](#)
 - [Declination Agreement](#)
 - [Bilingual Assessment & Compensation Request - Levels II or III*](#)
 - [Form 700](#)
 - [Bilingual Questionnaire/Justification - Levels II or III*](#)
 - [Position Number Request - Extra-Help/Recurrent/Contract](#)
 - [Bilingual Assessment & Compensation Request - Safety Unit](#)
 - [Underfill Agreement*](#)
- Other Forms (if applicable)

Incomplete Packets Will Be Returned

Distribution: EMACS-HR (0030)
*Special Districts Human Resources (0450)

Applies to employees working 30 hours or more per week who are not covered by an MOU/Compensation Plan