



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

CHECKLIST FOR REGULAR TO EXTRA-HELP/RECURRENT

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](#)

[Extra-Help/Recurrent Appointment Agreement](#)

[Job Action Request \(JAR\)](#)

[Social Security Form \(Form SSA-1945\)](#)

REQUIRED (IF APPLICABLE)

[Advanced Step Placement Request](#)

[Bilingual Forms](#)

[Bronze Plan Enrollment Form #](#)

[Declination Agreement](#)

[Form 700](#)

[Position Number Request - Extra-Help/Recurrent/](#)

[Contract](#)

[Underfill Agreement](#)

Other Forms (if applicable)

No Copies Needed in Packet

[Beneficiary Designation for VOYA](#)

[Salary Savings PST Deferred Compensation](#)

[Plan Participation Agreement](#)

Incomplete Packets Will Be Returned

Distribution: EMACS-HR (0030)

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