EXAMPLE

Jordan School District
Human Resources

7387 South Campus View Drive
West Jordan, UT 84084

Licensed Hire / Change Form

☐New Hire ☐Open Contract ☐Transfer ☑Assignment Change ☐Code Change Only ☐_____

1) School/Department: **Rockville Middle**
2) Employee Legal Name : **Sherman T. Potter**
(as shown on Social Security Card)
3) Social Security Number: **555-55-5555**
4) Address: **13457 S. Oak Court**
5) City, State: **Cedar Hills** Zip: **84062**
6) Phone Number: **(555) 555-5555**
7) **Retired from USRS?** ☐ Yes ☑ No **From JSD**? ☐ Yes ☑ No

8) Beginning Hire / Effective Change Date: **9/5/2011**
9) Charge Account:

Fund	Location	Year	Program	Function	Object	FTE	Amount
10	428	12	0050	1012	132	.5	
10	428	12	5346	1012	132	.25	
10	428	12	4423	1012	132	.25	

10) **Feeder:** ☐Bingham ☑Copper Hills ☐Herriman ☐Riverton ☐West Jordan

Recommended:

_____ _____
Principal / Immediate Supervisor **Date**

_____ _____
Director / Program Administrator **Date**
(For Charge Account Program Codes other than 0050)

Approved:

_____ _____
Human Resources – Elementary/Secondary **Date**

_____ _____
Administrator, Human Resources **Date**

For Principal / Director Use

New Hire / New Assignment: (Please complete the following)
☑ 1.0 FTE (Full Time) ☐ _____ ☐ .50 FTE (Half Time)
(Other FTE, specify)

SECONDARY
1st Period **1330/1331** 5th Period **conf/1330**
2nd Period **1330/1331** 6th Period **1330/conf**
3rd Period **1345** 7th Period **1348**
4th Period **1345** 8th Period _____

ELEMENTARY
Assignment/s (Grade Level) _____
Track (If applicable) _____ ***Job Share?*** ☐ Yes ☐ No

SPECIAL ED / OTHER
Assignment: _____

☐ **Additional** *(Additional should be marked **only** if additional FTE granted)*
☐ **Replacement** Name: _____
Reason for Replacement _____

Transfer: If employee is transferring into your school, also complete this section:
School transferred from _____
Subject _____ Grade (if applicable) _____
☐ 1.0 FTE (Full Time) ☐ _____ ☐ .50 FTE (Half Time)
(Other FTE, specify)

Assignment Change: If employee is changing assignments, also complete this section:
Assignment is being changed from:
Elementary: Former Grade level _____ Track: _____
Secondary: Former Subject **Biology**
☐ 1.0 FTE (Full Time) ☐ _____ ☑ .50 FTE (Half Time)
(Other FTE, specify)

For Human Resource Use

Employee Report

Salary

Lane/Step	FTE	Annual Amt	Remain. Amt	Monthly Amt

Stipends

Type	Full/Pt	Annual Amt	Monthly Amt

Total Number Days: _____ **Pays Remaining**: _____

Monthly Salary: _____

Payment to begin: _____

Payment to end: _____

****

Assignment Code: _____

(Return this form to the Department of Human Resources. After the form has been processed, the Department of Human Resources will return a copy to the school. Please keep records of submitted and returned copies. The returned, signed copy is your proof that this form has been submitted to the Department of Human Resources.)

☐ Original-file ☐ Copy for Payroll ☐ Copy for School (Rev. 10/21/2010) 07/2009 HR-02
☐ Copy for Employee: (You can view your employment information in Skyward Employee Access at https://skyward.jordan.k12.ut.us/. If you do not know your Login/ Password please click on "Forgot Login or Password?" link at the bottom of the Login Box, and follow the prompts. Your login and password will be emailed to you.