

# Racine County

## Human Resources Authorization Temp Help / Contracted Staff

The Department must completely fill out the top section. The completed form must then be submitted to Human Resources at least one day in advance of start date (if you have a selected candidate). The contracted staff CANNOT start until HR gives authorization. Please contact HR (636-3980) with questions.

<b>DEPT:</b>	<b>REQUEST DATE:</b>
<b>ACCOUNT NUMBER AND DESCRIPTION:</b>	
<b>POSITION TITLE:</b>	
<b>CANDIDATE NAME:</b>	<b>CANDIDATE PHONE #:</b>
<b>DOB:</b>	<b>SSN:</b>
<b>START DATE:</b>	<b>END DATE:</b>
<b>PAY RATE:</b> <small>(Rate to be paid to staff)</small>	<b>BILL RATE:</b> <small>(Rate County pays = Pay rate plus 19.5%)</small>
<b># OF HOURS PER WEEK:</b>	<b>TOTAL EST CONTRACT AMT:</b> <small>(Weekly Hrs x Bill Rate x # Weeks)</small>
<b>REPORT TO:</b> <small>(Position Supervisor)</small>	<b>EXT #:</b>
<b>REMIT INVOICE TO:</b> <small>(Authorized to pay invoice for dept's position)</small>	<b>EXT #:</b>

<b>DEPT AUTHORIZATION:</b> <small>(Please print and sign)</small>	
<b>EXT #:</b>	<b>APPROVAL DATE:</b>

### Human Resources Dept. Authorization:

<b>HR CONDENSED POLICY MANUAL PROVIDED?</b>	<b>DATE AND HR INITIALS:</b>
<b>DRUG TESTING SUBMITTED?</b>	<b>DATE AND HR INITIALS:</b>
<b>HR AUTHORIZATION:</b>	

### Finance Dept. Use:

<b>VENDOR: PIE MANAGEMENT LLC</b>	<b>VENDOR #: 105228</b>
<b>CONTRACT #: 20120227CK</b>	<b>REVIEWED:</b>
<b>ENTERED:</b>	<b>PROOFED:</b>
<b>ENTRY DATE:</b>	<b>PROOF DATE:</b>