

Highlight & Bold those that apply:

APS Employee Request Form (ERF)

Short Term Rehire
 Voluntary Transfer
 Transfer within location
 Administrative Transfer
 Transfer/Promotion
 Leave Reinstatement
 Change of Status
 Cost Account Change
 Termination
 Return to Work (Post-retirement only)

Date:	Name:	Employee Number:
Applicant Phone:	Applicant Phone:	E-mail:
Position 1:	Position 2:	From:
Subject 1:	Subject 2:	To:
Loc Name 1:	Loc Name 2:	New Position (Yes or No):
Loc Number 1:	Loc Number 2:	Replacing:
Supervisor:	Supervisor:	Reason for leaving:
Supv Phone 1:	Supv Phone 2:	Applicant Related to anyone at site (Y or N):

Mark with an X and Highlight FTE: ___ .25 ___ .50 ___ .75 ___ 1.0 ___ Other For HR/B/G Use Only

Position/ Fund	Acct Unit	Acct	Sub acct	Activity	Category	FTE%	Position Code	B/G	Date
1									
2									
3									
4									

Supervisor/Principal Signature: _____ Date: _____

Please send a copy to Grant Management on any changes to/from a grant

BELOW TO BE COMPLETED BY HUMAN RESOURCES STAFFING DEPARTMENT

Regular employee:	Short-term assignment:	Short-term employee: S1 ___ S2 ___
1	No evidence has been provided of the appropriate trade license(s) required for the position. (M&O only)	
2	Employment begins after 9:00 a.m. on the first reporting day for teachers. (Schedule "A" employees only)	
3	The position is funded by monies other than the operational budget.	
4	The person being replaced is currently on leave.	
5	Appointment is to a temporary teaching, management, or administrative position.	
6	The increase in part-time work schedule contract is temporary in nature.	
7	I have been employed pending completion of NMTA and receiving a regular license from the New Mexico Public Education Dept. (PED).	
8	I have been employed pending a license/endorsement from the PED.	
9	I have been employed pending an alternative/intern license/endorsement from the PED. I further acknowledge that possessing an appropriate license and/or endorsement is a condition of employment. Failure to meet the license requirements established by the PED will result in non-renewal of contract.	
10	I have been employed pending completion of No Child Left Behind (NCLB) Requirements.	

Position 1 / Assignment 1

Position 2 / Assignment 2

Status Code (A1=FT, A3=PT (w/ benefits), A4=PT (w/o benefits), A5= Hourly, A8=Student, A9=Sub)	Status Code (A1=FT, A3=PT (w/ benefits), A4=PT (w/o benefits), A5= Hourly, A8=Student, A9=Sub)
User level (Location Code)	User level (Location Code)
Mail Group (AB Code) where absence sheet is delivered	Mail Group (AB Code) where absence sheet is delivered
Badge Code (for security purposes)	Badge Code (for security purposes)
Work Schedule-Track	Work Schedule-Track
Work Schedule- Days/Year	Work Schedule- Days/Year
Work Schedule- Hours/Day	Work Schedule- Hours/Day
Salary Schedule	Salary Schedule
Rate of Pay (Only base hourly if appl)	Rate of Pay (Only base hourly if appl)
Grade/Step (Level of Pay Schedule)	Grade/Step (Level of Pay Schedule)
Shift (options = 2, 3 or 4)	Shift (options = 2, 3 or 4)
Short Term End Date	Short Term End Date
Career Ladder	Career Ladder
Certification Differential (FSN Schedule only)	Certification Differential (FSN Schedule only)
	End Position 2 (Yes or No)

Date/Time Position Offered:	Accepted	Declined	Date Employment/Chg Begins:
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Research: _____

EDC Specialist:	Staffer/Consultant:	Date:
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