EXHIBIT H
FORM C
SAMPLE WORK ORDER TEMPLATE

*JUDICIAL BRANCH ENTITY:*_____

TEMPORARY AGENCY STAFF WORK ORDER

☐ New Work Order   ☐ Extension *

* If Extension, how many months has temp been at JBE? _____
* Previous Work Order # _____

REQUEST DATE	_____	**HIRING MGR**	_____
OFFICE/UNIT CODE	_____	**REPORTS TO**	_____
CONTACT PERSON	_____	**PHONE NO**	_____
PHONE NO	_____		

A - Position Funding Source

☐ Purchase Order   Account Code to be Invoiced _____   **Associated PO #** _____

☐ Office's Own Budget   Account Code to be Invoiced _____

☐ Other   Account Code to be Invoiced _____

B - Position Information

Classification: _____   Location _____

Hourly Billing Rate to JBE: _____

☐ Will this back-fill a permanent position?

Work Schedule   ☐ Full Time   [_____] Hrs/Week
                  OR
                  ☐ Part Time   [_____] Hrs/Week

Start Date: _____
End Date: _____

Total Assignment Hrs [_____]

Background Check Expense   _____

C - Total Costs

Total Assignment Costs [$0.00]

D - Justification for Temporary Staff: (If extension, include explanation why work assignment could not be completed within original term).

[   ]

E - Consequences if temporary staff request not granted:

[   ]

F - Approvals

Please provide email approvals. Approvals certify that the above requested action has been evaluated and that the needs described above cannot be met in any other manner than by hiring temporary agency staff.

Approvals required from both the Hiring Manager/Unit Manager and the Division Director. Please forward completed work order with electronic approvals (emails from Hiring Manager and Office Director stating "approved") by email to the Temporary Agency Program Manager.

*JUDICIAL BRANCH ENTITY:*_____

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G- Position Duties and Responsibilities

H - Required Skills, Licenses, Certifications and Education (Include Preferred Skills in parentheses):

H - Temporary Agency Confirmation (note: confirmation may be in the form of an email)

Comments

_____
Temporary Agency Representative/Date

I - HR USE ONLY

Work Order # _____   Hire Name _____

Date Received _____   Start Date _____