

EXHIBIT H
ATTACHMENT 2
SAMPLE WORK ORDER TEMPLATE

ADMINISTRATIVE OFFICE OF THE COURTS

TEMPORARY AGENCY STAFF WORK ORDER

New Work Order

Extension *

* If Extension, how many months has temp been at AOC? _____

* Previous Work Order # _____

REQUEST DATE _____

HIRING MGR _____

DIVISION/UNIT CODE _____

REPORTS TO _____

CONTACT PERSON _____

PHONE NO _____

PHONE NO _____

A - Position Funding Source

AOC Agency Temp Contract

Account Code to be Invoiced _____

Grant

Account Code to be Invoiced _____

Division's Own Budget

Account Code to be Invoiced _____

Other

Account Code to be Invoiced _____

B - Position Information

Classification: _____

Location _____

Hourly Billing Rate to AOC: _____

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

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 Division Director stating "approved") by email to the Temporary Agency Program Manager.

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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 _____