

RECOMMENDATION FOR EMPLOYMENT OR TRANSFER **FANS**

Greenville County Schools

Hourly - FAX: 355-1390

LOCATION _____ **THREE DIGIT CODE** _____ **EFFECTIVE DATE** _____

NEW HIRE ACTION (Complete for New Hires or Rehires only)

Name _____ Social Security Number: _____

Address: _____ Zip Code _____ Phone: _____

☐ Full Time ☐ Part Time FTE ☐ Temporary ☐ Substitute

SELECT NEW POSITION ASSIGNMENT BELOW

TRANSFER OR ADD ADDITIONAL POSITION FOR EXISTING EMPLOYEE

☐ FT to PT ☐ PT to FT ☐ Sub to FT ☐ Sub to PT ☐ Temp to FT ☐ Temp to PT ☐ Add a second position

Reason: ☐ Promotion ☐ Transfer ☐ Moved due to Excess at current location

Name _____ Employee Number: _____

Transfer from: Location _____ Position _____

SELECT NEW POSITION ASSIGNMENT BELOW

FOR ALL ACTIONS

Does this person have relative(s) currently employed in the school district? ☐ YES ☐ NO Working Retiree? ☐ YES ☐ NO

If yes, NAME: _____ Relationship: _____

Is this action a replacement for someone who resigned, transferred, etc.? ☐ YES ☐ NO

If yes, NAME: _____ Reason for Vacancy: _____ Date: _____

SELECT POSITION ASSIGNMENT BELOW:

FANS

Enter 3 digit location code: _____

Select Position:

<input type="checkbox"/> Operator	XXXXFSOP1000
<input type="checkbox"/> Rover NOTE: also set up FANS Sub Rover position	XXXXFSROV1000
<input type="checkbox"/> Assistant Manager	XXXXFSAMG1000
<input type="checkbox"/> Manager	XXXXFSMGR1000
<input type="checkbox"/> Manager/Trainer	XXXXFMGTR1000
<input type="checkbox"/> Interim Hourly Manager	XXXXFMGRH1000
<input type="checkbox"/> Driver	XXXXDRIVE1000
<input type="checkbox"/> Substitute Rover	SUBFANSROV
<input type="checkbox"/> Substitute	SUBFANS
<input type="checkbox"/> Caterer (\$15 per hour)	XXXHRLECAT
<input type="checkbox"/> Local Funds FANS	

Standard Work Hours _____

Work Months _____

SIGNATURE of Manager: _____ Date: _____

HR Signature: _____ Date: _____

FOR HUMAN RESOURCE/PAYROLL USE ONLY

Annual/Hourly Salary _____ Pay Schedule _____ Pay Step _____ Prior Vacation Exp _____

Employee FTE

Orientation
Lawson

Employment Letter

Entered

(Date and initials)