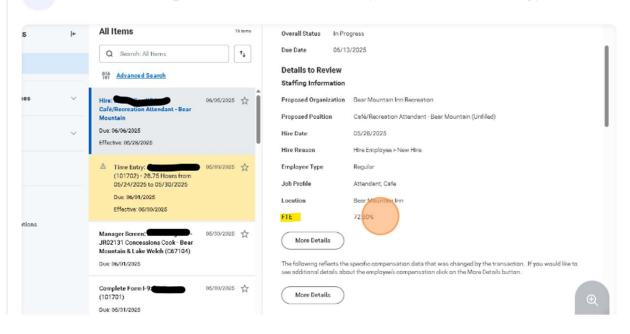
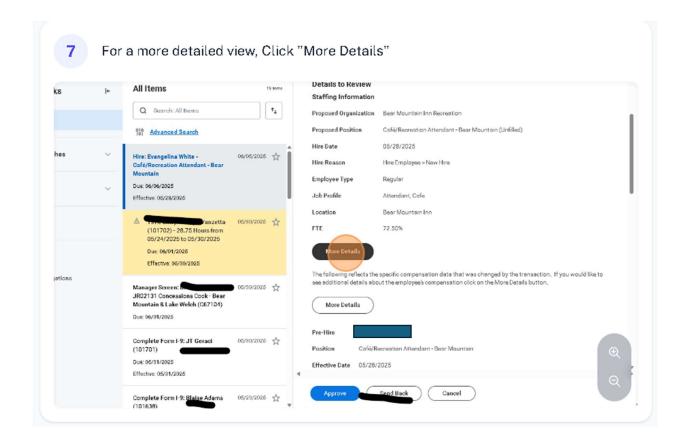
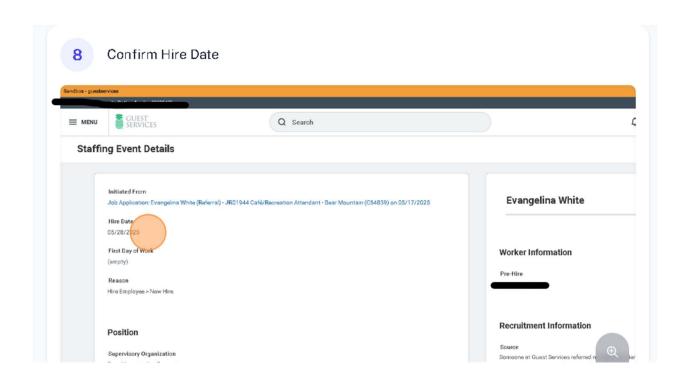
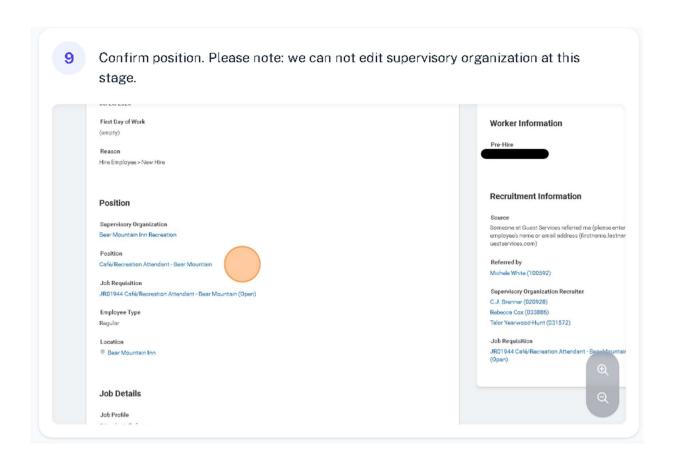


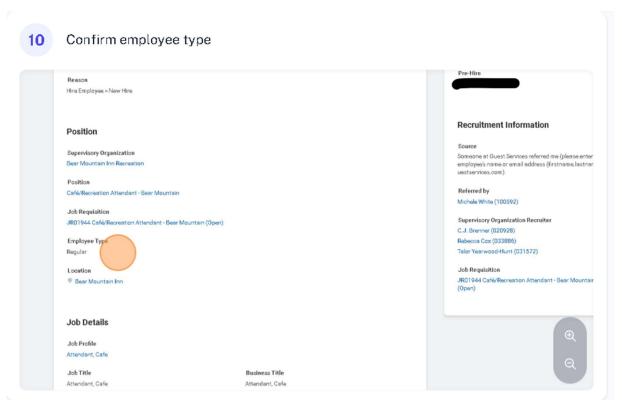
6 FTE 75% and higher is full time. Below 75% is part time. Confirm time type.

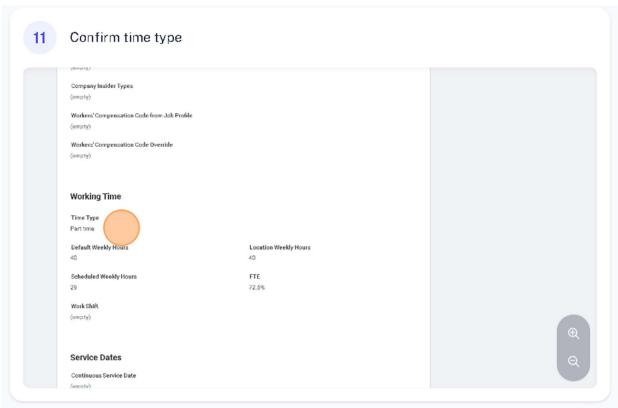


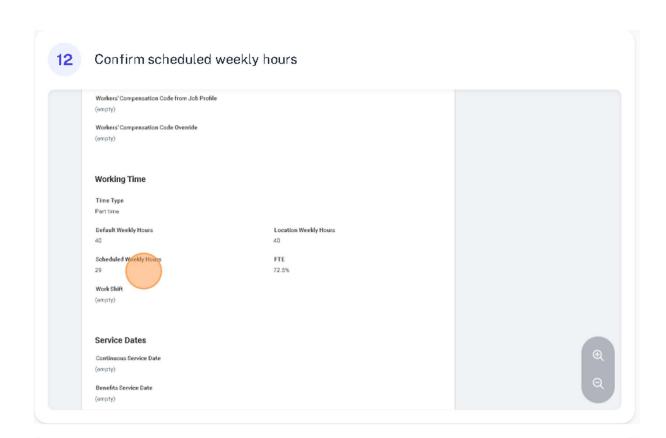




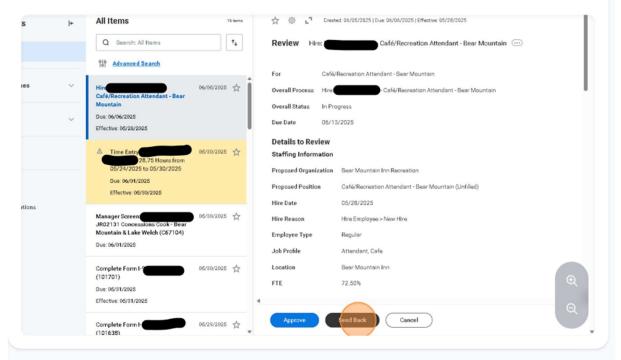


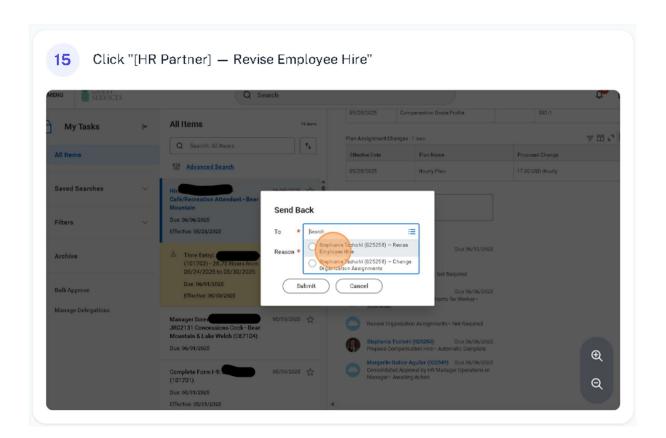




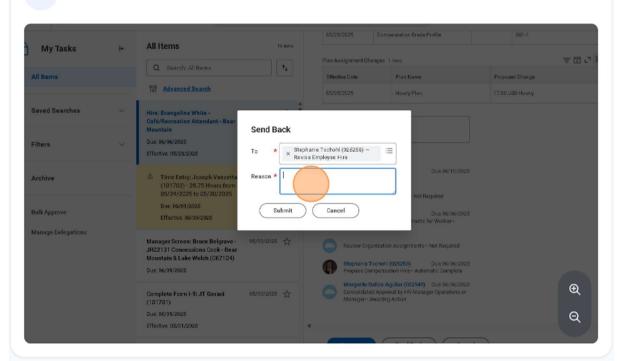


Click the back button to navigate back to your inbox. If any of the aforementioned fields need adjustment (hire date, position, employee type, time type, scheduled weekly hours), click "Send Back"





16 Click the "Reason" field.



17 Type the reason for the send back. For example, "Please update start date to 6/1/2025"

