

Human Resource Services

Administrator Referral for District Training

(New and Current Employees)

Administrator Name	Location	Phone
Employee Name	Location	Phone
Required Training:		
☐ New Employee Orientation		
Department Training Offerings:		
□Accounting/Reimbursement/Blue Bear/		☐ Hiring Process and Practices
Student Activity (School Fund Raisers)		☐ Per Diem Requisition Process
□Contract Process		☐ Position Requisition Process
□Escape Process (Various)		☐ School Office Manager Training
☐Managing Outstanding Requisitions		☐ SubFinder
☐Monthly Absence Reporting		☐ Supervisor/Management
□Petty Cash Reconciliation		☐ Vacancy Requisition Process
□Petty Cash Reimbursements/Policy		☐ Instructional Aide, Sp Ed Training
□Student Attendance Accounting		☐ Escape Process (Various)
☐Time Sheet Reporting		☐ GroupWise/Email
☐Travel Reimbursement/Policy		☐ Reproduction Services (Central Printing)
□Worker's Compensation Processing		☐ Voice Mail
☐ Custodial Training		☐ Zangle (Student Attendance)
☐ Just In-Time Orders/Payments		☐ Campus Monitor Training
☐ Procurement of Material and Equipment		☐ Nutrition Services Training
☐ Work Order Process		☐ Transportation Services Training
Other:		
Additional Comments:		
Site	Administrator:	
Return to Human Resource Services Analyst, Box 770:		
		Date: