



New Position Request Form

Date Requested:	<input type="text"/>	Effective Date:	<input type="text"/>
Requestor Name and Title:	<input type="text"/>		
Reason:	<input type="text"/>		
Position Number:	<input type="text"/> <small>HRIS Only</small>	Position/Job Title:	<input type="text"/> <small>REQUIRED - DO NOT LEAVE BLANK</small>
Process Level Code:	<input type="text"/>		
Department Code:	<input type="text"/>		
Payroll Location:	<input type="text"/>		
Job Code and Description:	<input type="text"/>		
Location Code and Name:	<input type="text"/>		
Weekly Hours	<input type="text"/>	Supervisor's Name:	<input type="text"/>
Pay Frequency <i>Choose One</i> :	<input type="text"/>	Salary Class: <i>Choose one</i>	<input type="text"/>
Pay Plan (<i>Select One</i>):	<input type="text"/>		
Union Classification:	<input type="text"/>	Exempt From Overtime?	<input type="text"/>
Bargaining Unit	<input type="text"/>	Benefit Eligible?	<input type="text"/>
Schedule	<input type="text"/>	Grade and Step	<input type="text"/> / <input type="text"/>
Please Check One:	<input type="checkbox"/> Regular Full Time	<input type="checkbox"/> Per Diem	
	<input type="checkbox"/> Regular Part Time (20-34 hours)	<input type="checkbox"/> Seasonal	
	<input type="checkbox"/> Regular Part Time (<20 hours)	<input type="checkbox"/> Temporary	
EEO-4 Classification:	<input type="text"/>	Does this EE Supervise other Employees? If Yes, please provide a list of their	<input type="text"/>
EEO-5 Classification:	<input type="text"/>	CT State Assign:	<input type="text"/>
Expense Account Information:	<input type="text"/>		
Activity:	<input type="text"/>	-	<input type="text"/>

HRIS PROCESSING INFORMATION

Date Processed

Entered PA01

Notes:

LOCATION CODES

1001	Mayor's Office	7077	Cert Subst- Various Assignment	C015	Pension and Benefits
1200	Budget Office	7080	Education Administrative Staff	C020	Finance Department
1401	Human Resource Dept	7081	Secretaries High/Middle Sch	C023	Assessor's Office
1601	Board Of Aldermen	7082	School Insp - Educ Operation	C024	Tax Office
2001	Finance Department	7083	School Insp - Maintenance	C026	Information Technology
2301	Assessor's Office	7084	10 Mnth HS&MS Paraprofessional	C028	Purchasing
2391	Board of Assessment	7085	10 Mnth Elmnty Paraprofessional	C030	Legal Department
2401	Tax Office	7086	Secretaries Elementary Sch	C031	City Clerk
2501	Audit Control	7087	10 Mnth Att Cnslrs,Lib Pages	C033	Probate
2601	Information Technology	7088	10 Mnth Cafe Workers Part Time	C035	Registrar of Voters
2801	Purchasing	7089	10 Mnth Cafe Helpers Full Time	C036	Town Clerk
3001	Legal Department	7090	10 Mnth School Guards	C037	Town Clerk - Vital Statistics
3101	City Clerk	7091	10 Mnth Subst School Guards	C038	Town Clerk - Photostat Dept
3401	City Sheriff	7093	10 Mnth Lunchroom Aides	C040	Department of Engineering
3501	Registrar of Voters	7094	10 Mnth Sub Aides Handicapped	C041	Public Buildings
3591	Election Workers (Temps)	7095	Board Of Education (WXX)	C042	Bureau of Auto Repair (BAR)
3601	Town Clerk	7096	12 Mnth ABA Behav Therapists	C043	Refuse Collection
4101	Department of Engineering	7100	Water and WPC Admin	C044	North End Disposal Area
4201	Public Buildings	7101	Silas Bronson Lib Full Time	C045	Street Department
4301	Sewage Treatment	7191	Library Part Time Hourly	C046	Central Vehicle Maintenance
4302	North End Disposal Area	7501	Parks Dept Admin Office	C047	City Plan Commission
4303	Central Vehicle Maintenance	7591	Parks Full Time	C048	Public Works
4401	Refuse Collection	7592	Parks Seasonal Part Time	C050	Police Department
4501	Street Department	7593	Parks Dept Golf Courses	C051	Waterbury Dog Pound
4591	Street Hourly	8001	Water Dept Non BL Col	C052	Waterbury Police Parking Garag
4701	City Planning Office	8091	Water Dept BL Col only	C053	Emergency Operations Center
4801	Public Works	8501	Police- Parking Authority	C055	Fire Department
5001	Police Department - Officers	9013	Coaches&Advisors - Cert Tchrs	C056	Department of Inspections
5004	Police- Meter Aides	9014	Bus Duty	C058	Fire Marshall Office
5201	Police- Animal Cntrl/Dog Pound	9033	Non Teacher Coaches	C060	Health Department
5501	Fire Department - Firefighters	9062	Educational Grants - Full Time	C061	WIC Satellite
5601	Building Elect Insp	9063	Educational Grants - Part Time	C070	Department of Education
6001	Health Department	9068	Educ Grants- Incentive Perkins	C073	Silas Bronson Library
6002	Hlth- Nurses 12 Months	9073	Educ Grants- Parent Liaison	C075	Park Department
6003	Hlth- Nurses 10 Months	9074	Educ Grants- Adult Ed FullTime	C076	Chase Park House
6010	Hlth- WIC Satellite	9076	Educ Grants- Adult Ed PartTime	C077	Hamilton Park Pavillion
6011	Health Grants Prog	9078	Educ Grants- Clerical,Computer	C078	Fulton Park Greenhouse
7003	Crosby High School	9080	Food Service Clerical	C079	Western Hills Repair Shop
7004	Kennedy High School	9082	Food Service Drivers	C080	Western Hills Golf Course
7005	Wilby High School		*PENSION Pension	C081	East Mountain Golf Course
7006	Waterbury Arts Magnet School	5001A	Police Dept - Non Officers	C082	Municipal Stadium
7008	Barnard Elementary School	5001B	Police Dept - Blight Program	C091	Engine #2 Station
7010	Brooklyn Elementary School	5501A	Fire Dept - Non Firefighters	C092	Engine #4 Station
7011	Bucks Hill Elementary School	B001	Superintendent of Schools	C093	Engine #5 Station
7012	Bunker Hill Elementary School	B002	Curriculum and Instruction	C094	Engine #7 Station
7013	Chase Elementary School	B003	Special Ed/Pupil Pers. Serv.	C095	Engine #8 Station
7014	Wendell L. Cross Elementary Sc	B004	Chief Operating Officer	C096	Engine #10 Station
7015	Driggs Elementary School	B005	Director of Personnel (Educati	C097	Engine #11 Station
7016	Bucks Hill Pre K	B007	Soc Stds/Family/Cons Science	C098	Northside Fire Station
7017	Generali M Elementary School	B008	Education Mgmt,Information & T	P042	Water Pollution Control
7019	Hopeville Elementary School	B009	Health & Physical Education	S003	Crosby High School
7020	Gilmartin Elementary School	B010	Reading/Language Arts/Testing	S004	Kennedy High School
7021	Kingsbury Elementary School	B011	Science/Technology Education	S005	Wilby High School
7022	Maloney Elementary School	B012	Music	S008	Barnard Elementary School
7024	Regan Elementary School	B013	Art	S010	Brooklyn Elementary School
7027	Sprague Elementary School	B014	Math/Testing	S011	Bucks Hill Elementary School
7028	Tinker Elementary School	B015	Early Childhood Education	S012	Bunker Hill Elementary School
7029	Walsh Elementary School	B016	Bilingual Education	S013	Chase Elementary School
7031	Washington Elementary School	B017	Research/Development/Testing	S014	Cross Wendell Elmentary Schl
7032	State Street School	B018	Special Services Supervisor 1	S015	Driggs Elementary School
7034	Supervisors - SAW	B019	Special Services Supervisor 2	S016	Wilby Pre K
7035	Woodrow Wilson	B020	Special Services Supervisor 3	S017	Generali M Elementary School
7036	Rotella Elementary School	B021	Supervisor of Grants	S019	Hopeville Elementary School
7037	Special Tchrs-Art,PE,Music,etc	B022	Grants Manager	S020	Gilmartin Elementary School
7042	Carrington Elementary School	B023	Grants Writer	S021	Kingsbury Elementary School
7043	Administrators - SAW	B024	School Readiness	S022	Maloney Elementary School
7048	Adult Ed Certified Teachers	B026	Chief Fiscal Officer	S024	Regan Elementary School
7051	Enlightenment & Excel Program	B027	School Business Office	S027	Sprague Elementary School
7053	Wallace Middle School	B028	Food Service	S028	Tinker Elementary School
7054	West Side Middle School	B029	Bussing Coordinator	S029	Walsh Elementary School
7055	North End Middle School	B030	Crossing Guard Coordinator	S031	Washington Elementary School
7056	Duggan School	B031	Inspector of School Buildings	S032	State Street School
7059	Subst Teachers w/out Training	B031A	Harper Ave Storage	S035	Woodrow Wilson
7060	Administrators - Contractual	B032	Teachers Payroll Office	S036	Rotella Elementary School
7061	Subst Teachers w/Training	B034	Grants Payroll	S042	Carrington Elementary School
7062	Retired Teachers	B035	School Comm Relations Coord.	S051	Enlightenment & Excel Program
7063	Cert Long Term Sub	B036	Best Program Coordinator	S053	Wallace Middle School
7064	Non Cert Long Term Sub	B037	Family Intake Center	S054	West Side Middle School
7066	Home Bound Teachers	B038	Adult Education	S055	North End Middle School
7068	Title I After School Teachers	C010	Mayor's Office	S834	Waterbury Arts Magnet School
7071	Contracted Certified Teacher	C011	Civil Preparedness (Fire Dept)	W080	Water Department
7073	Perm Substitute	C012	Budget	W080B	Water Treatment Plant
7074	Security Permanent	C014	Human Resource Dept		

USER LEVEL (PAYROLL SORT) CODES

B001 - Superintendent of Schools	C055BIT - FD - Bureau of Instruction and	C082 - Municipal Stadium
B002 - Curriculum and Instruction	C055CO - FD - Fire Chief	C091 - Engine #2 Station
B003 - Special Ed/Pupil Pers. Serv.	C055DCA - FD Deputy Chief Shift A	C092 - Engine #4 Station
B004 - Chief Operating Officer	C055DCB - FD Deputy Chief Shift B	C093 - Engine #5 Station
B005 - Director of Personnel	C055DCC - FD Deputy Chief Shift C	C094 - Engine #7 Station
B007 - Soc Stds/Family/Cons Science	C055DCD - FD Deputy Chief Shift D	C095 - Engine #8 Station
B008 - Mgmt,Information & Technology	C055E01A - FD Engine 01 Shift A	C096 - Engine #10 Station
B009 - Health & Physical Education	C055E01B - FD Engine 01 Shift B	C097 - Engine #11 Station
B010 - Reading/Language Arts/Testing	C055E01C - FD Engine 01 Shift C	C098 - Northside Fire Station
B011 - Science/Technology Education	C055E01D - FD Engine 01 Shift D	HOLDBOE - Hold BOE
B012 - Music	C055E02A - FD Engine 02 Shift A	HOLDCITY - Hold City
B013 - Art	C055E02B - FD Engine 02 Shift B	MAILBOE - Mail BOE
B014 - Math/Testing	C055E02C - FD Engine 02 Shift C	MAILCITY - Mail City
B015 - Early Childhood Education	C055E02D - FD Engine 02 Shift D	P042 - Water Polution Control
B016 - Bilingual Education	C055E04A - FD Engine 04 Shift A	S003 - Crosby High School
B017 - Research/Development/Testing	C055E04B - FD Engine 04 Shift B	S003C - Crosby High School Cafe
B018 - Special Services Supervisor 1	C055E04C - FD Engine 04 Shift C	S004 - Kennedy High School
B019 - Special Services Supervisor 2	C055E04D - FD Engine 04 Shift D	S004C - Kennedy High School Cafe
B020 - Special Services Supervisor 3	C055E05A - FD Engine 05 Shift A	S005 - Wilby High School
B021 - Supervisor of Grants	C055E05B - FD Engine 05 Shift B	S005C - Wilby High School Cafe
B022 - Grants Manager	C055E05C - FD Engine 05 Shift C	S008 - Barnard Elementary School
B023 - Grants Writer	C055E05D - FD Engine 05 Shift D	S008C - Barnard Elementary School Cafe
B024 - School Readiness	C055E06A - FD Engine 06 Shift A	S010 - Brooklyn Elementary School
B026 - Chief Fiscal Officer	C055E06B - FD Engine 06 Shift B	S010C - Brooklyn Elementary Schl Cafe
B027 - Business Office	C055E06C - FD Engine 06 Shift C	S011 - Bucks Hill Elementary School
B028 - Food Service	C055E06D - FD Engine 06 Shift D	S011C - Bucks Hill Elementary Sch Cafe
B029 - Bussing Coordinator	C055E07A - FD Engine 07 Shift A	S012 - Bunker Hill Elementary School
B030 - Crossing Guard Coordinator	C055E07B - FD Engine 07 Shift B	S012C - Bunker Hill Elem School Cafe
B031 - Inspector of School Buildings	C055E07C - FD Engine 07 Shift C	S013 - Chase Elementary School
B031A - Harper Ave Storage	C055E07D - FD Engine 07 Shift D	S013C - Chase Elementary School Cafe
B032 - Teachers Payroll Office	C055E08A - FD Engine 08 Shift A	S014 - Cross Wendell Elmentary Schl
B034 - Grants Payroll	C055E08B - FD Engine 08 Shift B	S014C - Cross Wendell Elmen Schl Cafe
B035 - School Comm Relations Coord.	C055E08C - FD Engine 08 Shift C	S015 - Driggs Elementary School
B036 - Best Program Coordinator	C055E08D - FD Engine 08 Shift D	S015C - Driggs Elementary School Cafe
B037 - Family Intake Center	C055E09A - FD Engine 09 Shift A	S016 - Bucks Hill Pre K
B038 - Adult Education	C055E09B - FD Engine 09 Shift B	S017 - Generali M Elementary School
B040 - Food Service Clerical	C055E09C - FD Engine 09 Shift C	S017C - Generali Elem School Cafe
B042 - Food Service Drivers	C055E09D - FD Engine 09 Shift D	S019 - Hopeville Elementary School
C010 - Mayor's Office	C055E10A - FD Engine 10 Shift A	S019C - Hopeville Elem School Cafe
C011 - Civil Preparedness	C055E10B - FD Engine 10 Shift B	S020 - Gilmartin Elementary School
C012 - Budget	C055E10C - FD Engine 10 Shift C	S020C - Gilmartin Elem School Cafe
C014 - Human Resource Dept	C055E10D - FD Engine 10 Shift D	S021 - Kingsbury Elementary School
C015 - Pension and Benefits	C055E11A - FD Engine 11 Shift A	S021C - Kingsbury Elem School Cafe
C015CT - Pension - CT	C055E11B - FD Engine 11 Shift B	S022 - Maloney Elementary School
C015HOLD - Pension - HOLD	C055E11C - FD Engine 11 Shift C	S022C - Maloney Elementary School Cafe
C015OC - Pension - Other Countries	C055E11D - FD Engine 11 Shift D	S024 - Regan Elementary School
C015US - Pension - US	C055EFMS - FD EFMS	S024C - Regan Elementary School Cafe
C015W - Pension - Waterbury	C055EFRM - FD EFRM	S027 - Sprague Elementary School
C017 - Bureau Of Assessment	C055ERCA - FD ERC Shift A	S027C - Sprague Elementary School Cafe
C018 - Grants Administration	C055ERCB - FD ERC Shift B	S028 - Tinker Elementary School
C020 - Finance Department	C055ERCC - FD ERC Shift C	S028C - Tinker Elementary School Cafe
C023 - Assessor's Office	C055ERCD - FD ERC Shift D	S029 - Walsh Elementary School
C024 - Tax Office	C055T01A - FD Truck 01 Shift A	S029C - Walsh Elementary School Cafe
C026 - Information Technology	C055T01B - FD Truck 01 Shift B	S031 - Washington Elementary School
C028 - Purchasing	C055T01C - FD Truck 01 Shift C	S031C - Washington Elem School Cafe
C030 - Legal Department	C055T01D - FD Truck 01 Shift D	S032 - State Street School
C031 - City Clerk	C055T02A - FD Truck 02 Shift A	S032C - State Street School Cafe
C033 - Probate	C055T02B - FD Truck 02 Shift B	S033 - St. Lucy's
C035 - Registrar of Voters	C055T02C - FD Truck 02 Shift C	S035 - Woodrow Wilson
C036 - Town Clerk	C055T02D - FD Truck 02 Shift D	S035C - Woodrow Wilson Cafe
C037 - Bureau of Vital Statistics	C055T03A - FD Truck 03 Shift A	S036 - Rotella Elementary School
C038 - Town Clerk - Photostat Dept	C055T03B - FD Truck 03 Shift B	S036C - Rotella Elementary School Cafe
C040 - Department of Engineering	C055T03C - FD Truck 03 Shift C	S042 - Carrington Elementary School
C041 - Public Buildings	C055T03D - FD Truck 03 Shift D	S042C - Carrington Elem School Cafe
C042 - Bureau of Auto Repair (BAR)	C056 - Department of Inspections	S051 - Enlightenment & Excel Program
C043 - Refuse Collection	C058 - Fire Marshall Office	S051C - Enlightenment & Excel Pro Cafe
C044 - North End Disposal Area	C060 - Health Department	S053 - Wallace Middle School
C045 - Street Department	C061 - WIC Satellite	S054 - West Side Middle School
C046 - Central Vehicle Maintenance	C070 - Department of Education	S054C - West Side Middle School Cafe
C047 - City Plan Commission	C073 - Silas Bronson Library	S055 - North End Middle School
C048 - Public Works	C075 - Park Department	S056 - Duggan School
C050 - Police Department	C076 - Chase Park House	S071 - Water & WPC Admin
C051 - Waterbury Dog Pound	C077 - Hamilton Park Pavillion	S834 - Waterbury Arts Magnet School
C052 - Waterbury Police Garage	C078 - Fulton Park Greenhouse	S834C - Waterbury Arts Mag Schl Cafe
C053 - Emergency Operations Center	C079 - Western Hills Repair Shop	W080 - Water Department
C055 - Fire Department	C080 - Western Hills Golf Course	W080B - Water Treatment Plant
C055BFP - FD - Bureau of Fire Prevention	C081 - East Mountain Golf Course	