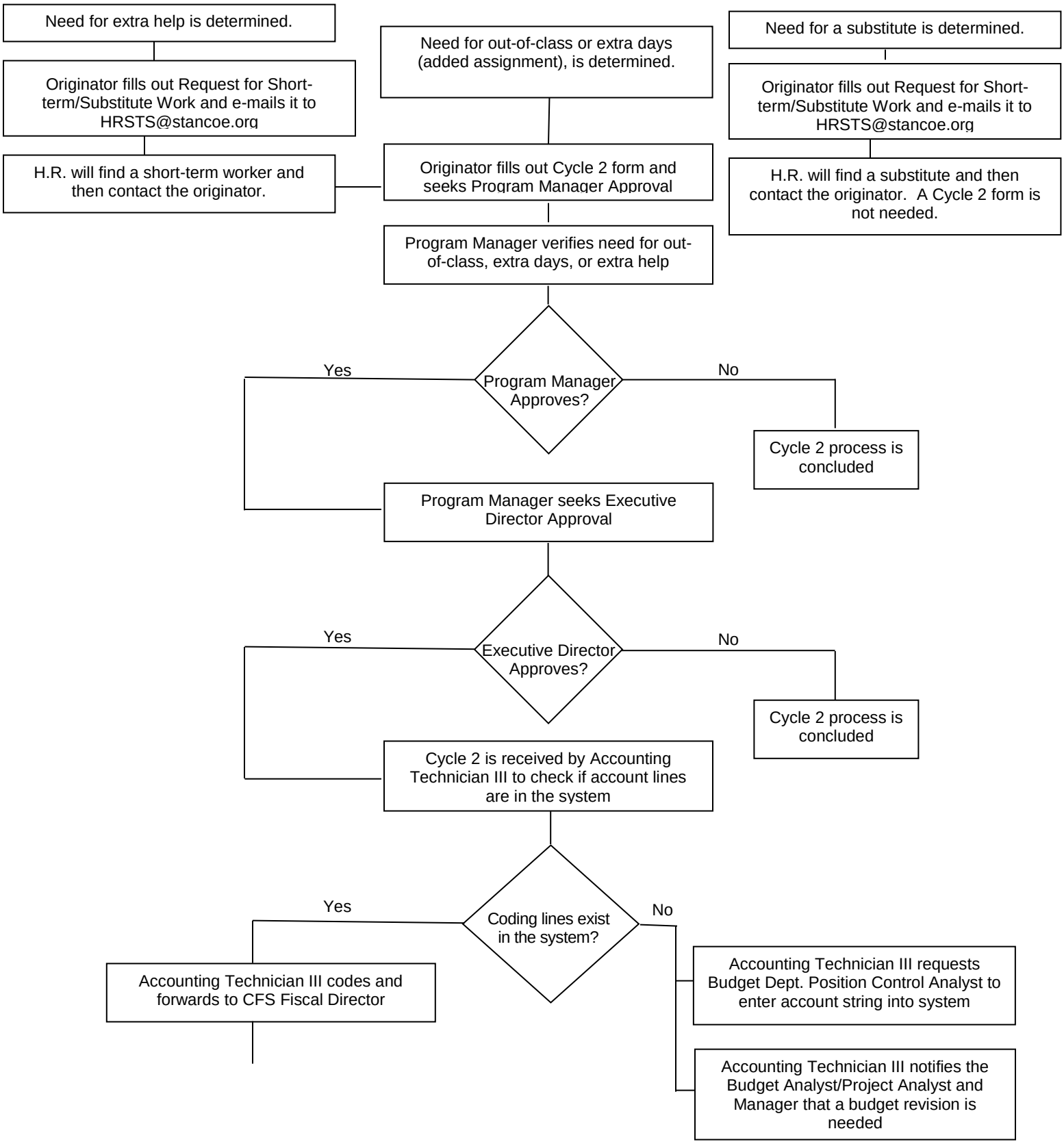
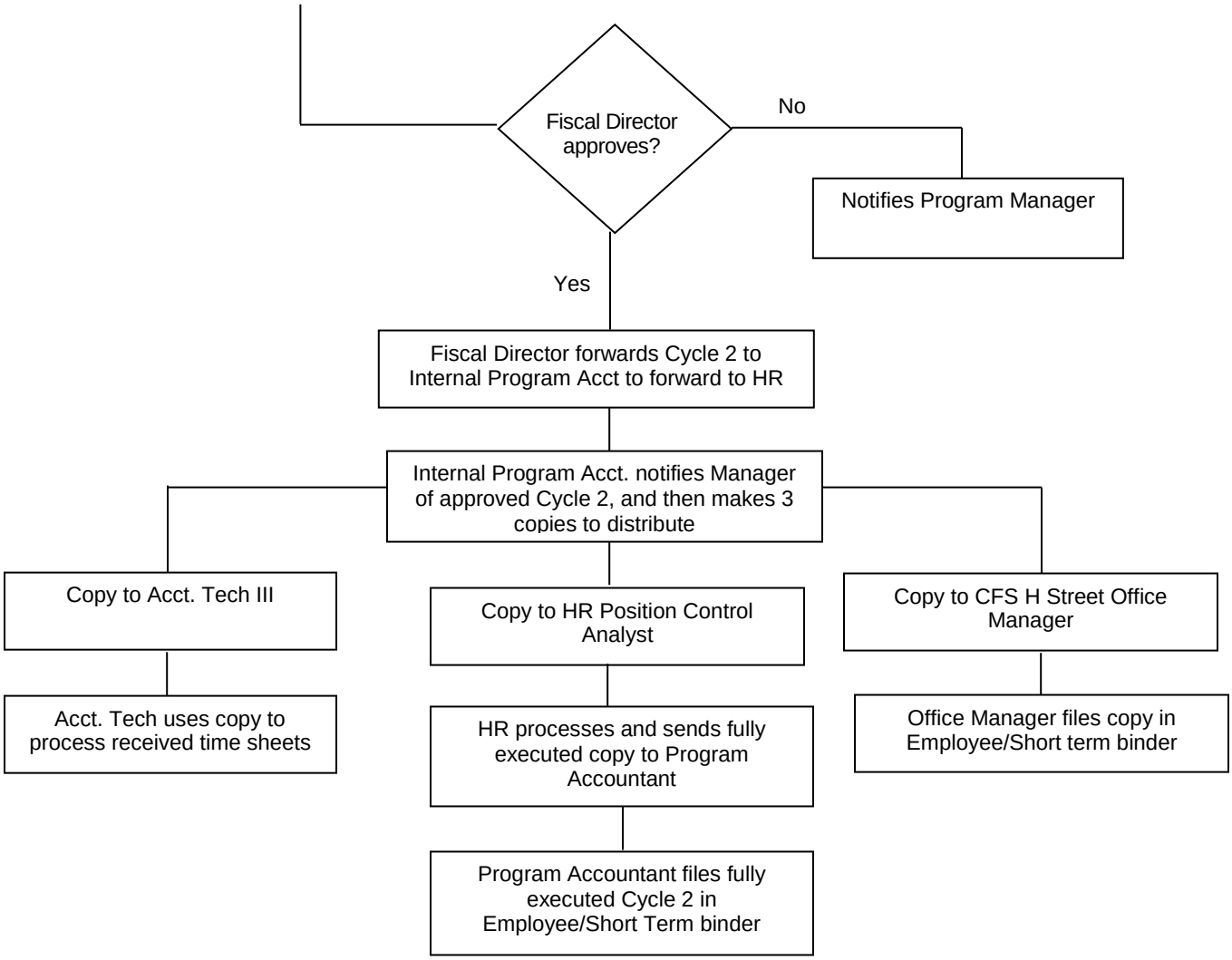

Need for extra help is determined.
Originator fills out Request for Short-term/Substitute Work and e-mails it to HRSTS@stancoe.org
H.R. will find a short-term worker and then contact the originator.
Need for out-of-class or extra days (added assignment), is determined.
Originator fills out Cycle 2 form and seeks Program Manager Approval
Need for a substitute is determined.
Originator fills out Request for Short-term/Substitute Work and e-mails it to HRSTS@stancoe.org
H.R. will find a substitute and then contact the originator. A Cycle 2 form is not needed.
Program Manager verifies need for out-of-class, extra days, or extra help
Program Manager Approves?
Yes
No
Cycle 2 process is concluded
Program Manager seeks Executive Director Approval
Executive Director Approves?
Yes
No
Cycle 2 process is concluded
Cycle 2 is received by Accounting Technician III to check if account lines are in the system
Coding lines exist in the system?
Yes
No
Accounting Technician III codes and forwards to CFS Fiscal Director
Accounting Technician III requests Budget Dept. Position Control Analyst to enter account string into system
Accounting Technician III notifies the Budget Analyst/Project Analyst and Manager that a budget revision is needed


Fiscal Director approves?
No
Notifies Program Manager
Yes
Fiscal Director forwards Cycle 2 to Internal Program Acct to forward to HR
Internal Program Acct. notifies Manager of approved Cycle 2, and then makes 3 copies to distribute
Copy to Acct. Tech III
Copy to HR Position Control Analyst
Copy to CFS H Street Office Manager
Acct. Tech uses copy to process received time sheets
HR processes and sends fully executed copy to Program Accountant
Office Manager files copy in Employee/Short term binder
Program Accountant files fully executed Cycle 2 in Employee/Short Term binder