# Human Resource Services

## Administrator Referral for District Training

**(New and Current Employees)**

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<tr>
<th>Administrator Name</th>
<th>Location</th>
<th>Phone</th>
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<table>
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<th>Employee Name</th>
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### Required Training:

- [ ] New Employee Orientation

### Department Training Offerings:

- [ ] Accounting/Reimbursement/Blue Bear/Student Activity (School Fund Raisers)
- [ ] Contract Process
- [ ] Escape Process (Various)
- [ ] Managing Outstanding Requisitions
- [ ] Monthly Absence Reporting
- [ ] Petty Cash Reconciliation
- [ ] Petty Cash Reimbursements/Policy
- [ ] Student Attendance Accounting
- [ ] Time Sheet Reporting
- [ ] Travel Reimbursement/Policy
- [ ] Worker’s Compensation Processing
- [ ] Custodial Training
- [ ] Just In-Time Orders/Payments
- [ ] Procurement of Material and Equipment
- [ ] Work Order Process
- [ ] Other: ______________________
- [ ] Hiring Process and Practices
- [ ] Per Diem Requisition Process
- [ ] Position Requisition Process
- [ ] School Office Manager Training
- [ ] SubFinder
- [ ] Supervisor/Management
- [ ] Vacancy Requisition Process
- [ ] Instructional Aide, Sp Ed Training
- [ ] Escape Process (Various)
- [ ] GroupWise/Email
- [ ] Reproduction Services (Central Printing)
- [ ] Voice Mail
- [ ] Zangle (Student Attendance)
- [ ] Campus Monitor Training
- [ ] Nutrition Services Training
- [ ] Transportation Services Training

### Additional Comments:

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**Site Administrator:**

Return to Human Resource Services Analyst, Box 770:

Date: __________________