

HR PROBLEM SHEET

NAME: _____

Type of Employee
(Para, Teacher, UOPD, Exempt,
Other):

PN: _____

School # or Department: _____ **Today's Date:** _____

Contact Information
(Telephone or Email): _____

HR Problem:

	QEA Bonus
	Certification
	Education
	Years of Experience
	Bonus - OTHER
	Summer School
	Step Movement
	Other, Please explain:

Please FAX to: Human Resources
(904)390-2395

HR USE ONLY:

Resolution:

DATE:	
HR Technician:	