



5 BOCES Road, Poughkeepsie, NY 12601

NM/JS – 1st approval \_\_\_\_  
Mailed to Contractor \_\_\_\_  
Rec'd from Contractor \_\_\_\_  
H/R– approval \_\_\_\_  
NM – 2nd approval \_\_\_\_  
JS final approval \_\_\_\_

## INCIDENTAL EMPLOYEE AGREEMENT REQUEST FORM

TO: **NORAH MERRITT, ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES**

FROM: \_\_\_\_\_ PREPARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME AND ADDRESS OF EMPLOYEE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS TO SEND DOCUMENTS: \_\_\_\_\_

RETIREMENT SYSTEM STATUS: TRS: \_\_\_\_\_ ERS \_\_\_\_\_ ACTIVE \_\_\_\_\_ RETIRED \_\_\_\_\_

KACE REQUESTS: EMAIL \_\_\_\_ BADGE: \_\_\_\_ BUILDING ACCESS TO: \_\_\_\_\_

OTHER: \_\_\_\_\_

**\*\*REMINDER: PLEASE MAKE SURE THAT ACTIVE ERS OR TRS EMPLOYEES ARE HIRED UNDER THE APPROPRIATE STATUS.**

NEEDS TO BE FINGERPRINTED? YES \_\_\_\_\_ (see note below) NO \_\_\_\_\_

DATE(S) OF SERVICE \_\_\_\_\_

HOURLY RATE: \_\_\_\_\_ DAILY RATE: \_\_\_\_\_ FOR \_\_\_\_\_ HOURS A DAY

TOTAL CONTRACT AMOUNT OF \$ \_\_\_\_\_

TYPE OF SERVICE/DESCRIPTION OF DUTIES/SERVICES PROVIDED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

If it is determined that the employee needs to be fingerprinted, please call Human Resources at 486-8086.

CONTRACT APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ BY \_\_\_\_\_