# SPECIAL SCREEN ASSIGNMENT CONTRACT WORKSHEET

**Today's date:**

**Dept/Division:**

**EMPLOYEE:**

**Assignment Supervisor:**

**Assignment date(s) (REQUIRED):**

**DESCRIPTION OF ASSIGNMENT**

*300 characters max.* If work is related to a specific course, include *Course ID* and *Course Title.*

**BUDGET CODE(S):** If more than one, specify percentage of cost for each.

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**SALARY COST:**

$ 1.00

**Check one:**

- [x] NEW ASSIGNMENT
- [ ] REVISION

**Year/Quarter:**

**Budget Approval**

**Date**

**ISS/HRS Approval**

**Date**

**ROUTING:** STUDENT SVCS TO HR OFFICE; ALL OTHERS TO ISS