

Beck Request Form (ONA Part Time Employees)

Employee Information Request

Employee Name _____

Employee Number _____

Department _____

I am available to work the following hours per pay period* (Check one)

45.00 Hours

56.25 Hours

67.5 Hours

*All staff will be scheduled to their minimum Commitment of 45.00 hours prior to additional tours being scheduled.

I am qualified and interested in working additional tours on the following unit(s)

Employee signature _____

Beck Period	Submission Due
April 22/24 to October 20/24	February 15/24
October 21/24 to April 20/25	September 15/24

* Beck submission is only required with changes in requests.

Please submit form to Unit Manager.

Original to employee file