
Employee Action Notice (EAN)**Sub Request Form
And Other EAN Requests**

School Year _____

Site: _____

Date of Request: _____

Substitute Section:

The purpose of this section is to compensate CSEA employees for substitute services performed per the CSEA contract. Any classified employee that may work as a sub in a position other than the one they were hired for requires this form to be completed for compensation. The completed form must be sent to Human Resources for approval, and then will be sent to Payroll for processing before the substitute assignment begins.

Name of Person Substituting: _____

Current Position: _____

Sub Position to be Added: _____

Start Date: _____

End Date: _____

Other Requests:

Name of Person: _____

Current Position: _____

Start Date: _____

End Date: _____

Action: _____

Reason: _____

Signature: _____

(Admin)

Date: _____

Date Received by Human Resources: _____

Date Processed and Sent to Payroll: _____