

Hanford Identification Number (HID):

Name:

Social Security Number:

Sex:

Date of Birth:

Employing Company:

Job Title:

Prime Contractor:

Responsible Prime Contractor Manager:

Sub-Contractor Point-of-Contact

Name:

Telephone Number:

Email Address:

Requested Appointment Date/Time-of-day or dates worker is *not* available:

ARRA (stimulus funded) New Hire?

Instructions in order of occurrence:

- The sub-contractor point-of-contact (POC) (i.e., buyer technical representative, training coordinator, manager, etc...) shall verify if the company is set up in PeopleCore. This information may be located via your computer by going to **start, All Programs, HLAN, XI Crystal Enterprise Reporting**, click on **o.k.**, enter the word **Company** in **Search title**, access **Company Table List**. If the sub-contractor is not on this list, BTR shall request the new sub-contractor company be added by sending a request to ^PSCR or PSCR@rl.gov.
- 1. Sub-contractor POC completes New Hire Scheduling form and submits to AMH Scheduling Department at either ^AMH Scheduler (if on the Hanford Local Area Network [HLAN]) or amh_scheduler@rl.gov (if not on HLAN).
- 2. Scheduler builds worker record in scheduling system then notifies sub-contractor POC.
- 3. Sub-contractor POC requests Employee Job Task Analysis (EJTA) POC to submit EJTA.
- 4. Sub-contractor EJTA POC submits EJTA.
- 5. Scheduler processes EJTA, schedules exam, and sends email to sub-contractor POC with appointment date and time.