

CITY OF GREENVILLE
SEASONAL EMPLOYEE ACTIVATION NOTICE

EMPLOYEE NAME: _____

DEPARTMENT: _____ DATE: _____

JOB TITLE: _____

LOCATION OF EMPLOYMENT: _____ (Beeland Park, Dunbar, etc.)

PART-TIME _____ FULL-TIME _____

PAY RATE: _____

FIRST DATE OF SEASONAL EMPLOYMENT: _____

DEPARTMENT HEAD SIGNATURE: _____

COMMENTS: _____

HUMAN RESOURCES/PAYROLL DEPARTMENT USE:

DATE FORM RECEIVED: _____

HUMAN RESOURCES SIGNATURE: _____ DATE: _____

PAYROLL SIGNATURE: _____ DATE: _____