

**Election Project Request Form
(for overtime only)**

Name _____

Payroll Number _____

Title _____

Department _____

Phone Number _____

Email _____

Please answer the below:

Yes	No	Qualifiers
		Must be available for the duration of the project (schedule will be arranged through the Commissioner's office)
		Able to work the hours required on overtime
		Willing to perform administrative and support tasks as needed
		Able to get to the assigned work location
		Able to perform regular Aviation assigned hours

All the above answers must be **yes** to participate, along with your manager's signature of approval.

Employee Signature: _____

Date _____

Manager Signature: _____

Date _____

Completed forms must be submitted, via email, to Staffing@phl.org no later than **October 6, 2020**.

HR Staff Only

HR Approval _____

City Commissioner's Office Notified _____

Timesheet requirements Oracle or Timesheet