

تاریخ: ۱۳۹۷/۰۵/۰۵

THE WORK HISTORY REQUEST

TO JOB FY195

SUBMITTER

DATE _____

GROUP AND TIME SPAN INFORMATION

																														START DATE MMDDYY																								END DATE MMDDYY									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61			
01		G	R	O	U	P				1		T	I	M	E		P	E	R	I	O	D		S	T	A	R	T			C	1	0	1	4	1			T	I	M	E		P	E	R	I	O	D		E	N	D			Q	1	0	1	5	2		
01		G	R	O	U	P				2		T	I	M	E		P	E	R	I	O	D		S	T	A	R	T				Q	1	0	1	5	2			T	I	M	E		P	E	R	I	O	D		E	N	D			Q	1	0	1	5	8	
01		G	R	O	U	P				3		T	I	M	E		P	E	R	I	O	D		S	T	A	R	T				Q	1	0	1	7	2			T	I	M	E		P	E	R	I	O	D		E	N	D			Q	1	0	1	8	0	

SAMPLE
FORM

DETAIL GROUP SELECTION

Enter associated										Enter Selection																		
Group No										options as per specific instruction																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
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02	GR	OU	P	1																								
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Entries must be in columns indicated

GENERAL INSTRUCTION: Entry lines on the top portion of this page allow grouping of the report data and signify the worker history time spans to be screened.

Entry lines on the lower portion of this page allow you to indicate the detail you wish to include and the group you wish to include it in.

SPECIFIC INSTRUCTION:

1. Complete 1, 2 or 3 lines of grouping and time span information (top portion of page) starting with line 1.
2. Complete up to 50 lines of detail group selection (lower portion of page) for each line of group and time span information used (at top of this page). For each line enter the group (1, 2, or 3) that you wish the data to associate with.
 - a. To Select By Occupation Enter '~~O~~ccupation XXX' into box positions 14-27 (where XXX is the desired occupation code).
 - b. To Select By Report Area Enter 'Report Area XXXXX' into box positions 13-29 (where XXXXX is the desired area code e.g. 05020).
 - c. To Select By Old Department No. as used prior to 1972, enter '~~O~~ld Dept XXX' into box positions 16-27 (where XXX is the desired (former) department code e.g. 050, or 114).
 - d. To Select By Employee Number, Enter 'Employee N~~o~~ XXXX' into box positions 13-28.
Note that History information will select to one group only, and that entry data must be exact.
3. Submit the completed form to MISD Operations.

TO JOB FY195

DATE

[illegible]

Enter associated										Enter Selection options as per specific instruction																			
Group No (1, 2, or 3)																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
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