



BEST Shared Services

HR—Time OPS | Requesting Time Evaluation



PROCESS TITLE: Ticket Templates – Requesting Time Evaluation

PROCESS OBJECTIVE: To establish internal business procedures

FREQUENCY: As needed

Description: The template below is used when submitting a ticket to BEST Shared Services to request Time Evaluation for one or multiple employees.

Notes: Below are a list of Helpful Reminders when submitting tickets for requesting Time Evaluation.

- Requestor name and PRNR required for all ticket requests.
- Tickets for Time Evaluation requests can include multiple EEs if the request(s) for all employees is for the same time period.

NOTE: IF MULTIPLE EMPLOYEES ARE REQUESTED, THEY MUST ALL BE FOR THE SAME TIME EVALUATION PERIOD REQUESTED.

Requester	PRNR	NAME
Requestor Information		
Reason for Time Evaluation		
Requested Date for Time Evaluation		
	EE PRNR	EE NAME
Employee Information		
Employee Information		
Employee Information		
Employee Information		
Employee Information		