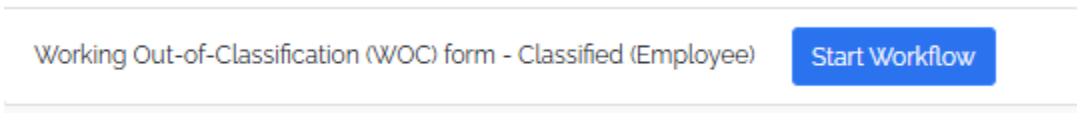
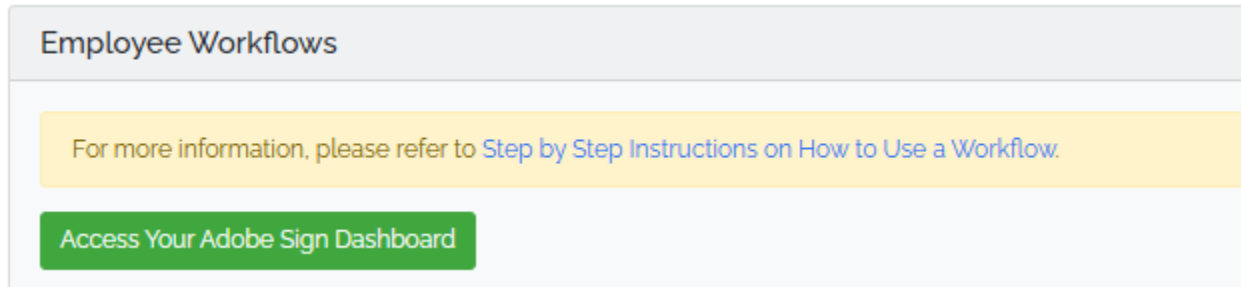


Working Out of Class (Classified)

Welcome to the Working Out of Classification Form. Human Resources has made changes, and the new version is now available in your Adobe Sign Employee Workflow.

When you first open your Adobe Sign from your MyPortal, in your Employee Workflows, it is near the bottom:



The Recipients are as followed:

Requester: Person completing the form – Will be copied, no signature required.

Employee: 1. Employee who will be working out of class (WOC) – signature required.

Manager/Dean: 2. The Manager/Dean of the department the WOC assignment – signature required.

Campus Budget Office: 3. The required person at the specific campus – signature required.

Area Vice President: 4. required if a campus position.

Vice President of Finance: 5. required if a campus position.

President/Vice Chancellor/Chancellor: 6. signature required.

District Budget Director: 7. [Budget Director](#) – signature required.

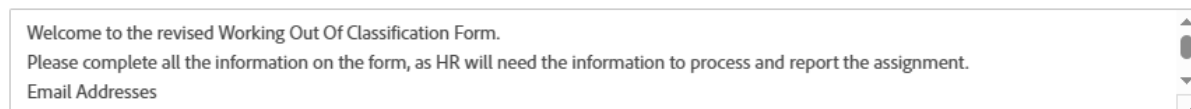
HR AVC/Vice Chancellor: 8. [AVC/Vice Chancellor](#) – signature required.

HR Specialist: Auto filled – acceptor.

Add any additional CC's

Or if you read the message in the Recipients area, it will tell you the order.

Message *



The form has additional instructions to complete the form.

If you have question, please feel free to email us – hr@fhda.edu.