

Please route to campus Registrar's Office where you are taking the course AND a copy to the Registrar's Office where you are employed.

Boulder: Kawatia Conway, Campus Box 43UCB, 303-492-5381, Kawatia.Conway@colorado.edu

Downtown Campus: Cheryl Apodaca, Campus Box 167, 303-556-4271, fax: 303-556-4829, facstaff.waiver@ucdenver.edu

Anschutz Medical Campus/9th and Colorado Blvd.: Diana Warren, Campus Box A054, 303-724-8056, fax: 303-724-8060, student.services@ucdenver.edu

Colorado Springs: Tracy Barber, Campus Box MH8, 719-262-3381, tbarber@uccs.edu

Meets the University definition of job related training in the following way:

Certification that training/course enrollment meets the University fiscal requirements:

"The appointing authority is responsible for determining that the training is appropriate and job related– and will benefit the University and enhance the employee's performance. Employee training may not be solely for the personal or professional development or advancement of the employee."

Employee's Appointing Authority (Please Print): _____

Employee's Appointing Authority Signature: _____

Employee's Appointing Authority Employee ID: _____

PS HR data only to be completed by employee's department Payroll/Personnel Liaison.

PS HR navigation: Workforce Administration > Job Information > Job data

Work location panel: employment status ____ status verified as "active"

Job information panel: job code/ title _____

Type of appointment: _____ status verified as "regular"

Percent of time ____ eligible for ____ hours for ____ term

Payroll Liaison (Please Print): _____

Payroll Liaison Signature: _____

Payroll Liaison Employee ID: _____

CAMPUS OF EMPLOYMENT APPROVAL:

Approved by: _____ Date _____

PROCESSING OFFICE ON CAMPUS OF REGISTRATION ONLY:

Hours waived _____ Date processed on SIS _____ By _____

Reviewed by _____ Date _____