

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
 ADJUNCT/OVERLOAD/ESU PERSONNEL ASSIGNMENT STATUS SHEET**

**\*\*Late Hiring Process (within 3 weeks of start date)**

\*Employee Name: \_\_\_\_\_ PeopleSoft Empl ID (10 digits): \_\_\_\_\_

\*Effective Date (mm/dd/yy): \_\_\_\_\_ \*VPA/VC Initials required (Adjunct worked prior to HR approval): \_\_\_\_\_

**Assignment**

Adjunct \_\_\_\_\_ Overload (Contract Faculty) \_\_\_\_\_ ProRata \_\_\_\_\_ ESU \_\_\_\_\_

Empl Record (Leave blank for new/additional assignments) \_\_\_\_\_

\* Reason \_\_\_\_\_ Notes: \_\_\_\_\_ Change \_\_\_\_\_ Correct \_\_\_\_\_

\*Business Unit \_\_\_\_\_ \*Department Code \_\_\_\_\_ \* Location \_\_\_\_\_

\* Job Code \_\_\_\_\_ \* Competency \_\_\_\_\_ Class/Step \_\_\_\_\_

\*Cont Ed Course/College Subject Code/Non Class Assign Description

\*FTE \_\_\_\_\_ \* Reports to Position# \_\_\_\_\_

\* GL Account # \_\_\_\_\_ GL % \_\_\_\_\_

DOJ Clearance/Reverify Date \_\_\_\_\_ Equifax I-9 Clearance/Reverify Date \_\_\_\_\_

Campus Section	Signature	Date
Prepared by: _____	_____	_____
Offering Manager: _____	_____	_____
VP Admin Svcs: _____	_____	_____
**VPI or VPSS: _____	_____	_____
**(Required for late hiring process and in excess of .60 FTE limits)		

Human Resources Signatures	Date
Employment: _____	_____
Compensation: _____	_____
HR Systems: _____	_____
Benefits: _____	_____
Retirement: _____	_____
Payroll: _____	_____

**ADJUNCT/OVERLOAD/PRO-RATA/ESU PERSONNEL ACTION STATUS SHEET (PASS)**

Assignments requiring the Adjunct/Overload/Pro-Rata/ESU PASS:

- Hiring a new Adjunct instructor (Classroom and Non-Classroom) new to the District
- Re-hiring an Adjunct instructor who was inactive (received no pay) for 18+ months
- Re-hiring an Adjunct instructor who was inactive (received no pay) for 60+ days
- Hiring an existing Contract, Adjunct, or Pro-Rata instructor to a new assignment (Classroom and Non-Classroom)
  - Existing instructor is offered an assignment at a different campus (i.e. Mesa faculty is hired at Miramar, Miramar completes the Adjunct/Overload/Pro-Rata/ESU PASS)
  - Existing instructor has a new assignment at the same campus (i.e. adjunct non-classroom instructor is assigned to a class, new department chair, or ESUs)
  - Existing instructor is teaching a new subject/competency (i.e. ESOL to ELAC)
  - Existing contract instructor has an Overload assignment for the first time
  - Existing instructor needs to Substitute for the first time
  - Existing instructor is to be paid from a grant or special activity

Corrections requiring the Adjunct/Overload/Pro-Rata/ESU PASS:

- Department Code
- Job Code
- Competency
- Reports To
- GL (Department Budget Table)
- GL Percentage

Roles and responsibilities in the completion of the Adjunct/Overload/Pro-Rata/ESU PASS:

**Offering Manager**

- Determines an Adjunct/Overload/Pro-Rata/ESU PASS is needed
- Responsible for the following form fields:
  - Late Hiring Process (3 weeks prior to class starts)
  - **Employee Name**
  - **10-digit PeopleSoft Employee ID** (if existing instructor)
  - **Effective Date** (use earliest date assignments will begin)
  - **Type of Assignment (Adjunct, Overload, Pro-Rata, ESU)**
  - **Reason** (Enter 'New Hire', 'Additional Assignment', or 'Correction')
  - **Competency**
  - **Course/Subject Code/Non-Class Assignment Description**

- **FTE** (if new hire instructor, or enter 0.0000 for current instructors)
- **GL Account #** and **GL %** (if GL is a grant or special activity and not general fund)
- Completes **Prepared By/Date**
- Completes **Offering Manager/Initials/Date**

**Campus Administrative Services**

- VP of Admin Services initials required when an Adjunct works prior to HR approval
- Business Office Support Supervisor determines if a new Job Code is needed
- Accounting Supervisor determines if a new Department ID is needed
- Responsible for the following form fields
  - **10-digit PeopleSoft Employee ID** (if existing instructor)
  - **Business Unit** (CIT01,MES01,MIR01,CED01)
  - **Department Code**
  - **Job Code**
  - **Reports to Position #**
  - **GL Account #** (if general fund) and **GL %**
  - **DOJ Clearance Date**
  - **Equifax I-9 Clearance/Reverification Date** (Equifax packet expires after 90 days from creation)
  - Completes **VP of Admin Services/Initials/Date**

**Vice President of Instruction or Student Services** approval of the Adjunct/Overload/Pro-Rata/ESU PASS is required for the following reasons:

- Late Hire Process to verify MQs or Equivalency for instructor

Semester	Late Hire Process Date
Fall 2020	7/27/2020
Intersession 2021	12/14/2020
Spring 2021	1/11/2021
Summer 2021	5/17/2021

- Faculty assignments over 0.600 FTE
- Responsible for the following form fields
  - Completes **VPI or VPSS/Initials/Date**