



## PeopleSoft Request Form Person of Interest (POI)

New \_\_\_\_\_ Reoccurring \_\_\_\_\_ SDCCD Student \_\_\_\_\_ Current Employee \_\_\_\_\_ Prior Employee \_\_\_\_\_

### USER INFORMATION

Full Name: \_\_\_\_\_

(No nicknames)

First

Middle

Last

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Reports To Pos #: \_\_\_\_\_

(Not the Empl ID)

Location: \_\_\_\_\_

District Division Only: \_\_\_\_\_ POI Type: \_\_\_\_\_

Dept Code: \_\_\_\_\_ Competency (If applicable): \_\_\_\_\_

Child Dev/Clinical

Experience: Yes \_\_\_\_\_ No \_\_\_\_\_

Start/End Date: From: \_\_\_\_\_ To: \_\_\_\_\_

Access Needed:

SDCCD Email Address \_\_\_\_\_

Network Login \_\_\_\_\_

Canvas \_\_\_\_\_

Campus Solutions \_\_\_\_\_

\*HCM \_\_\_\_\_

Finance \_\_\_\_\_

\*Request HCM Access through IT Service Desk. Link: <https://help.sdccd.edu/support/catalog/items/251>.

### EMPLOYMENT

Volunteer Form Received: \_\_\_\_\_

TB Received: \_\_\_\_\_

DOJ Cleared: \_\_\_\_\_

Search Match Found: \_\_\_\_\_

Empl ID: \_\_\_\_\_

POI Type: \_\_\_\_\_

POI Entered by: \_\_\_\_\_ Date: \_\_\_\_\_