COMPLETING THE PAS

Non-Academic Non-Classified Personnel Action Sheet

Submit this form, with appropriate signatures, to the Administrative Services/Business Office, **BEFORE** employee is cleared to work by District Human Resources.

| *Employee Name (1) | Employee ID (2) | *Assignment Type (see limitations below): (3) O Short Term Board Certified |
| | ABSO Bookstore Badge No. | *Reason: (4) Rehire: Reauthorize |

*DOJ Clearance Date:	Position#	*Job Code	Empl Rec	*Salary Plan	*Assignment Begin Date (5)	*End Date (6)	*FTE** (7)	*Max Hours Per Week/Month (8)
(9) *Position Title:			*Pay Rate: (10)		**FTE to reflect actual projected weekly hours to be worked (example 25 hours per week = 0.625 FTE)
(11) Department Code	*Business Unit (12)	*Location (13)	*Combo Code (HR)	*GL Account #: (16)	*Distribution % (17)
(14) *Reports to Supv/Mgr (Print Name):	*Reports to Position# (15)

LIMITATIONS – Refer to Guidelines for Hiring and Employment of Non-Academic Non-Classified Employees: THIS ASSIGNMENT RESULTS FROM:

(18)
- Substitute for an absent Contract Classified Employee (limit 175 days)   Name of Absent Employee:
- Substitute for a Vacant Contract Classified Position (limit 50 consecutive days) (Currently in recruitment)   Vacant Position #:
- Short-Term (limit 175 days) – *Employment may not begin until their service has been certified by the Board of Trustees.*   Board Approval Date:
- Personal Services Contracts (limit 175 days) – may only be provided to the specific classifications indicated. Include NANCE Position Authorization Form.
- Professional Expert - Perform temporary project work, regardless of length of time. Include Professional Expert/Consultant Authorization Form and Evaluation of Employer/Employee Relationship Form

It is the District's policy that continuous service *WILL NOT* be provided by employing two or more temporary employees or by releasing an employee after working approximately 175 days only to rehire the employee or another employee in the subsequent fiscal year to perform the same or similar services.

Signature of Supervisor _____ (19) _____ Date _____   Signature of Dean/Manager _____ (20) _____ Date _____

FOR COMPLETION BY EMPLOYEE:
This assignment is temporary and will not lead to permanent employment with the San Diego Community College District nor is it a commitment or guarantee of employment through the dates listed above. You may be released early, or the assignment may be extended. Ask your supervisor if you have questions regarding assignment length. (If you are interested in permanent employment, please visit https://sdcdjobs.com.)

(21)
Have you worked for or retired from the San Diego Community College District in the past fiscal year?   ☐ Yes ☐ No | ☐ Worked ☐ Retired   If yes, Position Title: _____

Are you currently working for the San Diego Community College District?   ☐ Yes ☐ No   If Yes, where? _____

Are you a full-time student or international student? ☐ Yes ☐ No | ☐ Full-Time ☐ International   Work-Study Program? ☐ Yes ☐ No
(*Attach a STUDENT WAIVER if you are carrying at least 12 units from an accredited institution, copy of enrollment required, OR are a part-time student in the SDCCD Work-Study or Work Experience Program)

(If you have not worked for the District in over 18 months, you MUST COMPLETE A NEW APPLICATION PACKET in addition to this form.)

Employee's Signature _____ Date _____
PLEASE REMEMBER: EMPLOYEES WHO DO NOT *CORRECTLY* SUBMIT THEIR TIME IN HCM BY THE CAMPUS PAYROLL SUBMISSION DATE WILL NOT RECEIVE A PAYCHECK ON THE 10TH OF THE FOLLOWING MONTH.

VP Admin Services Signature: _____ Date _____

HR PAYROLL USE ONLY

Employment	Date	DBT	Date	Classification (Professional Experts)	Date	Compensation (special rate/Q step)	Date	Payroll	Date	Benefits/Retirement	Date

---
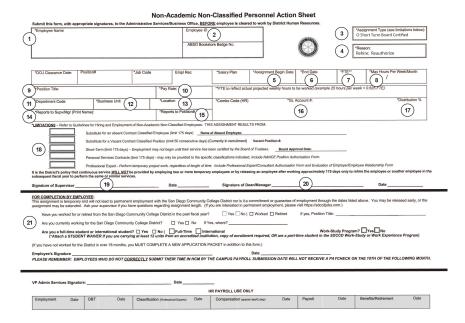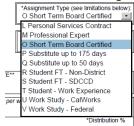
1. Employee name
2. Employee ID if known
3. Select Assignment Type from pull down menu (i.e. Short Term, Student FT SDCCD, Substitute)

*Assignment Type (see limitations below):
O Short Term Board Certified
- L Personal Services Contract
- M Professional Expert
- O Short Term Board Certified
- P Substitute up to 175 days
- Q Substitute up to 50 days
- R Student FT - Non-District
- S Student FT - SDCCD
- T Student - Work Experience
- U Work Study - CalWorks
- V Work Study - Federal

4. Select Reason from pull down menu (i.e. New Hire, Rehire: Reauthorization)

*Reason:
Rehire: Reauthorize
- New Hire
- Rehire: Reauthorize
- Rehire: New Position
- Change in FTE
- Change GL

5. Assignment Begin Date – May change based on cleared to work date
6. End Date – Based on assignment and/or assignment type, generally 12/31 or 6/30, cannot cross fiscal years
7. FTE – cannot exceed .625 (ERP only exception). If working in two areas total FTE cannot exceed .625
8. Max Hours – list max hours per week or month, cannot exceed hours relative to FTE listed
9. Position Title – Must be the exact classification title on the NANCE Salary Schedule
10. Hourly Pay Rate – Please refer to the current NANCE Salary Schedule
11. Please list the department the NANCE will be working in
12. Business Unit – MIR01
13. Location - Miramar
14. Reports To – Name of Supervisor or Manager, cannot be Faculty or staff
15. Reports To Position# - leave blank if you do not know the supervisors position number
16. GL Account # - List the Budget number, must be a valid budget number with available funds, if a grant or restricted GL, the manager of the budget must initial
17. Distribution – 100% if one budget number is listed, otherwise indicate % to charge each GL to
18. Check assignment type
19. Signature of Supervisor
20. Signature of Dean/Manager
21. This section is to be completed by the employee and signed and dated.