SAN DIEGO COMMUNIT	Y COLLEGE DISTRICT						
	fied Personnel Action Sheet						
Submit this form, with approp	oriate signatures, to the Administrat	ve Services/Business Of	fice, <u>BEFORE</u> employee is clea	ared to work by District Huma	an Resources.		
* Employee Name		*Officer Cod	de (see limitations below)		Reason		
Employee Nume		Officer co.	de (dee illineations delow)		neason		
Employee ID		ABSO Books	ABSO Bookstore Badge No.				
*DOJ Clearance Date	*Equifax Date	Position#	*Job Code	Empl Rec	*Effective Date:	*Job End Date	
		-					
*FTE** **FTF to reflect actual project	*Standard Hours ed weekly hours to be worked	*Position Ti	tle		*Pay Rate		
TTE to reflect actual project	ed Weekly Hours to be worked						
*Department Code	*Business Unit	*Location	*Reports To Su	ipv/Mgr Name	*Reports To Position	 	
*GL				%			
GL				%			
<u></u>	 -						
	delines for Hiring and Employment o		assified Employees: THIS ASS	IGNMENT RESULTS FROM:			
	absent Contract Classified Employe	` ,,	1/6				
	/acant Contract Classified Position (I	•					
•	t 175 days) – Employment may not b	•	•		de de la compansión de la		
	s Contracts (limit 175 days) - may on	, ,				/Faralays Dalationahin Fara	
	ert - Perform temporary project wor						
It is the District's policy that conti fiscal year to perform the same o	nuous service <u>WILL NOT</u> be provided by r similar services.	employing two or more ter	nporary employees or by releasii	ng an employee after working ap	proximately 175 days only to reh	ire the employee or another employe	e in the subsequent
Signature of Supervisor		Pate	Signature of Manager		Date		
FOR COMPLETION BY			J.B. acar e or manager		Juic		
	will not lead to permanent employment	-	, -	•			
extended. Ask your supervisor if y APPLICATION PACKET in addition	ou have questions regarding assignmen to this form.)	length. If you are interest	ed in permanent employment, p	lease visit www.sdccdjobs.com.	(If you have not worked for the L	District in over 18 months, you MUST	COMPLETE A NEW
	d from the San Diego Community Co	ollege District in the pas	t fiscal vear? 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 Student part of the	SDCCD Work Study Program? Yes _	No					
Are you an International Stud	ent? Yes No						
Are you a Part-Time Student v	vith SDCCD? (6 or more Units OR 7.5	hrs per week with Con	t Ed) If Yes, attach a STUDEN	T WAIVER and a copy of enro	ollment. Yes N	0	
Are you a Full-Time Student?	(12 or more Units OR 15 hrs per we	ek with Cont Ed) If Yes,	attach a STUDENT WAIVER a	nd a copy of enrollment. Yes	S No	_	
with SDCCD?	Other institution?						
Employee's Signature			Date				
	O NOT CORRECTLY SUBMIT THEIR TIME IN HCM B	Y THE CAMPUS PAYROLL SUBMIS	SION DATE WILL NOT RECEIVE A PAYCH		MONTH.		
Campus VP Admin Services/D	District Vice Chancellor Signature:			Date			
Employment/Date	Compensation/Date		Retirement/Date	Payroll/Date	Benefits	/Date	
							Rev. 12-04-19