

SAN DIEGO COMMUNITY COLLEGE DISTRICT**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 _____		*Officer Code (see limitations below) _____		Reason _____	
Employee ID _____		ABSO Bookstore Badge No. _____			
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*DOJ Clearance Date _____	*Equifax Date _____	Position# _____	*Job Code _____	Empl Rec _____	*Effective Date: _____ *Job End Date _____
*FTE** _____		*Standard Hours _____		*Position Title _____	
**FTE to reflect actual projected weekly hours to be worked				*Pay Rate _____	
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*Department Code _____		*Business Unit _____	*Location _____	*Reports To Supv/Mgr Name _____	
				*Reports To Position# _____	
*GL _____					_____ %
GL _____					_____ %
GL _____					_____ %
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*LIMITATIONS – Refer to Guidelines for Hiring and Employment of Non-Academic Non-Classified Employees: THIS ASSIGNMENT RESULTS FROM: Substitute for an absent Contract Classified Employee (limit 175 days) Substitute for a Vacant Contract Classified Position (limit 50 consecutive days) (Currently in recruitment) Short-Term (limit 175 days) – Employment may not begin until their service has been certified by the Board of Trustees. 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 and Evaluation of Employer/Employee Relationship Form					
It is the District's policy that continuous service <u>WILL NOT</u> 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 _____		Date _____	Signature of Manager _____		Date _____
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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 www.sdccdjobs.com . (If you have not worked for the District in over 18 months, you MUST COMPLETE A NEW APPLICATION PACKET in addition to this form.)					
Have you worked for or retired from the San Diego Community College District in the past fiscal year? 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 Student? Yes _____ No _____					
Are you a Part-Time Student with SDCCD? (6 or more Units OR 7.5 hrs per week with Cont Ed) If Yes, attach a STUDENT WAIVER and a copy of enrollment. Yes _____ No _____					
Are you a Full-Time Student? (12 or more Units OR 15 hrs per week with Cont Ed) If Yes, attach a STUDENT WAIVER and a copy of enrollment. Yes _____ No _____					
with SDCCD? _____ Other institution? _____					
Employee's Signature _____			Date _____		
PLEASE REMEMBER: EMPLOYEES WHO DO NOT <u>CORRECTLY</u> SUBMIT THEIR TIME IN HCM BY THE CAMPUS PAYROLL SUBMISSION DATE WILL NOT RECEIVE A PAYCHECK ON THE 10TH OF THE FOLLOWING MONTH.					
Campus VP Admin Services/District Vice Chancellor Signature: _____			Date _____		
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Employment/Date _____	Compensation/Date _____	Retirement/Date _____	Payroll/Date _____	Benefits/Date _____	