

**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): _____

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 _____ Community Ed Rate _____
 *Cont Ed Course/College Subject Code/Non Class Assign Description _____

FTE _____ *Reports to Position# _____
 *GL Account # _____ GL % _____

DOJ Clearance Date _____ Equifax I-9 Clearance Date _____

Employee Section

Are you a returning retiree? Yes _____ No _____ STRS _____ PERS _____
 Have you taken a class at City College, Mesa College, Miramar College or Continuing Education?
 Yes _____ No _____ Student ID _____
 Are you currently working at another SDCCD location? Yes _____ No _____
 Position Title _____
 Location _____
 FTE _____

Campus Section

Initials 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:	_____	_____