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): _____   *VPA/VC Initials required (Adjunct worked prior to HR approval): _____

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 _____   Class/Step _____

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

_____

*FTE _____   *Reports to Position# _____

* GL Account #

	GL %	Available Budget

DOJ Clearance/Reverify Date _____   Equifax I-9 Clearance/Reverify Date _____

Campus Section		Signature	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:	_____	

Rev. 02-24-2021

Assignments requiring the Adjunct/Overload/Pro-Rata/ESU PASS:

- Hiring a new Adjunct instructor (Classroom and Non-Classroom) new to the District
- Re-hiring an Adjunct instructor who was inactive (received no pay) for 18+ months
- Re-hiring an Adjunct instructor who was inactive (received no pay) for 60+ days
- Hiring an existing Contract, Adjunct, or Pro-Rata instructor to a new assignment (Classroom and Non-Classroom)
  - Existing instructor is offered an assignment at a different campus (i.e. Mesa faculty is hired at Miramar, Miramar completes the Adjunct/Overload/Pro-Rata/ESU PASS)
  - Existing instructor has a new assignment at the same campus (i.e. adjunct non-classroom instructor is assigned to a class, new department chair, or ESUs)
  - Existing instructor is teaching a new subject/competency (i.e. ESOL to ELAC)
  - Existing contract instructor has an Overload assignment for the first time
  - Existing instructor needs to Substitute for the first time
  - Existing instructor is to be paid from a grant or special activity

Corrections requiring the Adjunct/Overload/Pro-Rata/ESU PASS:

- Department Code
- Job Code
- Competency
- Reports To
- GL (Department Budget Table)
- GL Percentage

Roles and responsibilities in the completion of the Adjunct/Overload/Pro-Rata/ESU PASS:

Offering Manager
- Determines an Adjunct/Overload/Pro-Rata/ESU PASS is needed
- Responsible for the following form fields:
  - Late Hiring Process (3 weeks prior to class starts)
  - **Employee Name**
  - **10-digit PeopleSoft Employee ID** (if existing instructor)
  - **Effective Date** (use earliest date assignments will begin)
  - **Type of Assignment (Adjunct, Overload, Pro-Rata, ESU)**
  - **Reason** (Enter 'New Hire', 'Additional Assignment', or 'Correction')
  - **Competency**
  - **Course/Subject Code/Non-Class Assignment Description**
  - **FTE** (if new hire instructor, or enter 0.0000 for current instructors)
  - **GL Account #** and **GL %** (if GL is a grant or special activity and not general fund)
  - Completes **Prepared By**/Date
  - Completes **Offering Manager/Initials/Date**

Campus Administrative Services
- VP of Admin Services initials required when an Adjunct works prior to HR approval
- Business Office Support Supervisor determines if a new Job Code is needed
- Accounting Supervisor determines if a new Department ID is needed
- Responsible for the following form fields
  - **10-digit PeopleSoft Employee ID** (if existing instructor)
  - **Business Unit** (CIT01,MES01,MIR01,CED01)
  - **Department Code**
  - **Job Code**
  - **Reports to Position #**
  - **GL Account #** (if general fund) and **GL %**
  - **DOJ Clearance Date**
  - **Equifax I-9 Clearance/Reverification Date** (Equifax packet expires after 90 days from creation)
  - Completes **VP of Admin Services/ Initials/Date**

Vice President of Instruction or Student Services approval of the Adjunct/Overload/Pro-Rata/ESU PASS is required for the following reasons:
- Late Hire Process to verify MQs or Equivalency for instructor

Semester	Late Hire Process Date
Fall 2020	**7/27/2020**
Intersession 2021	**12/14/2020**
Spring 2021	**1/11/2021**
Summer 2021	**5/17/2021**

- Faculty assignments over 0.600 FTE
- Responsible for the following form fields
  - Completes **VPI or VPSS/Initials/Date**