SAN DIEGO COMMUNI	TY COLLEGE DISTRICT						
Non-Academic Non-Class	ified Personnel Action Sheet						
Submit this form, with appro	priate signatures, to the Administrative	Services/Business Office, <u>BEF</u>	<u>ORE</u> employee is cleare	ed to work by District Huma	an Resources.		
* Employee Name		*Officer Code (see limitations below)			Reason		
Employee ID		ABSO Bookstore Badge No.					
		2.11.1	***			An an a factor a state of the	
*DOJ Clearance Date	*Equifax Date	Position#	*Job Code	Empl Rec	*Effective Date:	*VPA/VC Initials	s required (NANCE worked prior to HR approval):
*FTE** **FTE to reflect actual project	*Standard Hours cted weekly hours to be worked	*Position Title			* Job End Date	*Pay Rate	
*Department Code	*Business Unit	*Location	*Reports To Supv	/Mgr Name	*Reports To Position#		
	Dusiness Onit	Location	Reports to Supv		Reports To Position#		Available budget
*GL GL				<u> % </u>			Available budget
GL				%			Available budget
*LIMITATIONS – Refer to Gu	idelines for Hiring and Employment of N	Ion-Academic Non-Classified I	Employees: THIS ASSIGI	NMENT RESULTS FROM:			-
Substitute for a	n absent Contract Classified Employee (I	limit 175 days)					
Substitute for a	Vacant Contract Classified Position (limi	it 50 consecutive days) (Curre	ntly in recruitment)				
Short-Term (lim	it 175 days) – Employment may not beg	in until their service has been	certified by the Board	of Trustees.		VP Signature	Date
Personal Service	es Contracts (limit 175 days) - may only b	be provided to the specific cla	ssifications indicated. In	nclude NANCE Position Aut	thorization Form.		
Professional Exp	pert - Perform temporary project work, i	regardless of length of time. I	nclude Professional Exp	pert/Consultant Authorizati	ion and Evaluation of Employe	er/Employee Rela	tionship Form
It is the District's policy that cont fiscal year to perform the same of	tinuous service <u>WILL NOT</u> be provided by em or similar services.	ploying two or more temporary e	mployees or by releasing a	an employee after working ap	proximately 175 days only to rehi	re the employee or	another employee in the subsequent
Signature of Supervisor	Date	e Signatu	ire of Manager		Date		
FOR COMPLETION BY							
	d will not lead to permanent employment wir you have questions regarding assignment ler n to this form.)		-		-		
Have you worked for or retire	ed from the San Diego Community Colle	ge District in the past fiscal ye	ear? Worked	Retired	_		
If yes, Position Title:							
Are you currently working fo	r the San Diego Community College Dist	rict? Yes No _		If Yes, where?			
Are you a Student part of the	e SDCCD Work Study Program? Yes	No					
Are you an International Stud	dent? Yes No	_					
Are you a Part-Time Student	with SDCCD? (6 or more Units OR 7.5 h	rs per week with Cont Ed) If Y	es, attach a STUDENT V	WAIVER and a copy of enro	ollment. Yes No	D	
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	S No		
with SDCCD?	Other institution?	_					
Employee's Signature			Date				
	DO NOT CORRECTLY SUBMIT THEIR TIME IN HCM BY TH	HE CAMPUS PAYROLL SUBMISSION DATE		ON THE 10TH OF THE FOLLOWING I	MONTH.		
VP Admin Services/Vice Cha	ncellor Signature:		Date				
Employment/Date	Compensation/Date	Retiren	nent/Date	Payroll/Date	Benefits/	'Date	
	- <i>·</i>		-		,		Rev. 02-24-2021