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 Req (Adjunct worked before PC&TS approval): _____

Assignment

Assignment Type (Select) _____ Will this be for an ESU? (Select) _____

Empl Record (Select) _____

* Reason (Select) _____ Correction or Change? (Select) _____ Notes: _____

*Business Unit (Select) *Department Code _____ * Location (Select)

*Job Code _____ Competency _____ _____ Class/Step _____

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

_____

*FTE _____ *Reports to Position# _____

* GL Account #	Project Code	GL %	Available Funds

Campus Signatures (Do not lock PDF)		Signature	Date
Prepared by:	_____	_____	_____
Offering Manager:	_____	_____	_____
VP Admin Svcs:	_____	_____	_____
**VPI or VPSS:	_____	_____	_____

**(Required for late hiring process and in excess of .60 FTE limits)

PC&TS (Do not lock PDF)		Date
Employment:	_____	_____
Compensation:	_____	_____
HR Systems:	_____	_____
Benefits:	_____	_____
Retirement:	_____	_____
Payroll:	_____	_____

ADJUNCT/OVERLOAD/PRO-RATA/ESU PERSONNEL ACTION STATUS SHEET (PASS)

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 (Update Dist GL)
- 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)
    - **Assignment Type (Adjunct, Overload, Pro-Rata)**
    - **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 PC&TS 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
- Faculty assignments over 0.600 FTE
- Responsible for the following form fields
    - Completes **VPI or VPSS/Initials/Date**