



Person of Interest Request Form

New Reoccurring SDCCD Student Current Employee Prior Employee

USER INFORMATION

VACCINATED (COVID): Yes No Date _____

First Name: Middle Last
 (No nicknames)

Email Address: Phone Number:

Supervisor/Pos #: / Location:
 (Select Dropdown)

Division: Type:
 (Select Dropdown) (Select Dropdown)

Dept Code/Desc: / Competency:

Child Dev/Clinical Experience: Yes No Start/End Date: From: _____ To: _____

Access Needed:
 SDCCD Email Address Network Login Canvas
 Campus Solutions HCM (Request Below) Finance

EMPLOYMENT/HR

Volunteer Form Received: Yes No N/A TB Received: Yes No N/A LiveScan Cleared: Yes No N/A

Search Match Found: Yes No N/A Empl ID: POI Type:

Reviewed by: Print: Date:

POI Entered by: Print: Date:

HR SYSTEMS (HCM POI TYPE ONLY)

Select Action (Add/Delete) then choose Security Role from Drop-down menu

Job Data <input type="text"/>	Position Data <input type="text"/>	Chartfield/GL Data <input type="text"/>
Payroll Data <input type="text"/>	Time & Labor Data <input type="text"/>	Parking Data <input type="text"/>
Fill in the blank (enter page name) <input type="text"/>	<input type="text"/>	<input type="text"/>

Create Profile same as: Employee Name: Empl ID: Pos #:

Comments: