

# Non-Academic Non-Classified Personnel Action Sheet

Submit this form, with appropriate signatures, to the Administrative Services/Business Office, **BEFORE** employee is cleared to work by District Human Resources.

|                |                          |
|----------------|--------------------------|
| *Employee Name | Employee ID              |
|                | ABSO Bookstore Badge No. |



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|--|
| *Officer Code (see limitations below): |
| *Reason:                               |

|                                    |                |                       |            |                  |   |                 |                        |
|------------------------------------|----------------|-----------------------|------------|------------------|---|-----------------|------------------------|
| *DOJ Clearance Date:               | Position#      | *Job Code             | Empl Rec   | * Effective Date | *Job End Date   | * FTE**         | *Standard Hours / Week |
| *Position Title:                   |                |                       | *Pay Rate: |                  | **FTE to reflect actual projected weekly hours to be worked (example 25 hours per week = 0.625 FTE) |                 |                        |
| *Department Code                   | *Business Unit | *Location             |            | *Combo Code (HR) | *GL Account #:  | *Distribution % |                        |
| *Reports to Supv/Mgr (Print Name): |                | *Reports to Position# |            |                  |   |                 |                        |

**\*LIMITATIONS** – Refer to Guidelines for Hiring and Employment of Non-Academic Non-Classified Employees: THIS ASSIGNMENT RESULTS FROM:

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- Substitute for an absent Contract Classified Employee (limit 175 days) **Name of Absent Employee:** \_\_\_\_\_
- Substitute for a Vacant Contract Classified Position (limit 50 consecutive days) (Currently in recruitment) **Vacant Position #:** \_\_\_\_\_
- Short-Term (limit 175 days) – Employment may not begin until their service has been certified by the Board of Trustees. **Board Approval Date:** \_\_\_\_\_
- Personal Services Contracts (limit 175 days) - may only be provided to the specific classifications indicated. Include NANCE Position Authorization Form.
- Professional Expert - Perform temporary project work, regardless of length of time. Include Professional Expert/Consultant Authorization Form and Evaluation of Employer/Employee Relationship Form

It is the District's policy that continuous service **WILL NOT** be provided by employing two or more temporary employees or by releasing an employee after working approximately 175 days only to rehire the employee or another employee in the subsequent fiscal year to perform the same or similar services.

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Signature of Dean/Manager \_\_\_\_\_ Date \_\_\_\_\_

**FOR COMPLETION BY EMPLOYEE:**

This assignment is temporary and will not lead to permanent employment with the San Diego Community College District nor is it a commitment or guarantee of employment through the dates listed above. You may be released early, or the assignment may be extended. Ask your supervisor if you have questions regarding assignment length. If you are interested in permanent employment, please visit [www.sdccdjobs.com](http://www.sdccdjobs.com). (If you have not worked for the District in over 18 months, you MUST COMPLETE A NEW APPLICATION PACKET in addition to this form.)

Have you worked for or retired from the San Diego Community College District in the past fiscal year?    Yes    No    Worked    Retired    If yes, Position Title: \_\_\_\_\_

Are you currently working for the San Diego Community College District?    Yes    No    If Yes, where? \_\_\_\_\_

Are you a Part-Time Student part of SDCCD Work Study Program?    Yes    No    Are you a Full-Time Student?    Yes    No    With SDCCD?    Other institution? \_\_\_\_\_  
 If Yes at SDCCD or Other accredited institution, attach a STUDENT WAIVER of you are carrying at least 12 units, copy of enrollment required)

Are you an International Student?    Yes    No

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE REMEMBER: EMPLOYEES WHO DO NOT CORRECTLY SUBMIT THEIR TIME IN HCM BY THE CAMPUS PAYROLL SUBMISSION DATE WILL NOT RECEIVE A PAYCHECK ON THE 10TH OF THE FOLLOWING MONTH.**

VP Admin Services Signature: \_\_\_\_\_ Date \_\_\_\_\_

**HR PAYROLL USE ONLY**

|            |      |     |      |                                    |      |            |      |         |      |          |      |
|------------|------|-----|------|------------------------------------|------|------------|------|---------|------|----------|------|
| Employment | Date | DBT | Date | Compensation (special rate/Q Step) | Date | Retirement | Date | Payroll | Date | Benefits | Date |
|------------|------|-----|------|------------------------------------|------|------------|------|---------|------|----------|------|

\*Required field  
Rev. 10/05/2018