

# COMPLETING THE PAS

**Non-Academic Non-Classified Personnel Action Sheet**

Submit this form, with appropriate signatures, to the Administrative Services/Business Office, 311001, employee is cleared to work by Human Resources.

*Employee Name (1) _____		Employee ID (2) _____		*Officer Code (see limitations below) (3) _____	
*Assignment Effective Date (4) _____		*Job End Date (5) _____		*Rate Category (6) _____	
*Position Title (8) _____		*Hours per Week (7) _____		*Standard Hours (9) _____	
*Department Code (11) _____		*Reports To (10) _____		*Reports To Position # (12) _____	
*Reports To Supervisor (14) _____		*Reports To Position # (13) _____		*GL Account # (15) _____	
*Distribution % (16) _____		*Signature of Supervisor (18) _____		*Signature of Dean/Manager (20) _____	

**EMPLOYEE INFORMATION**

19. I am currently working for the San Diego Community College District in the public sector? Yes No  
 21. Are you currently working for the San Diego Community College District? Yes No  
 Are you an international student? Yes No  
 Are you a Post-16 (including post-16) Social Work Student? Yes No  
 Are you a Student in the District? Yes No  
 Are you a Student in the District? Yes No  
 Are you a Student in the District? Yes No  
 Are you a Student in the District? Yes No

**EMPLOYMENT INFORMATION**

Employment	Date	DEPT	DATE	Compensation	Rate	Retirement	Date	Payroll	Code	Effective	Date

1. Employee name
2. Employee ID if known
3. Select Officer Code from pull down menu (i.e. Short Term, Student FT SDCCD, Substitute)

\*Officer Code (see limitations below):

(Select Officer Code)

- (Select Officer Code)
- L Personal Services Contract
- M Professional Expert
- O Short Term Board Certified**
- P Substitute up to 175 days
- Q Substitute up to 50 days
- R Student FT - Non-SDCCD
- S Student FT - SDCCD
- T Student - Work Experience
- U Work Study - CalWorks
- V Work Study - Federal

4. Select Reason from pull down menu (Either New or Rehire only)

\*Officer Code (see limitations below):

(Select Officer Code)

\*Reason:

(Select Reason)

- New**
- Rehire
- Change Job Code
- Change Department

5. Assignment Effective Date – May change based on cleared to work date
6. Job End Date – Based on assignment/assignment type, generally 12/31 or 6/30, cannot cross fiscal years
7. FTE – cannot exceed .625 (ERP only exception). If working in two areas total FTE cannot exceed .625
8. Standard Hours – list max hours per week, cannot exceed hours relative to FTE listed
9. Position Title – Must be the exact classification title on the NANCE Salary Schedule
10. Hourly Pay Rate – Please refer to the current NANCE Salary Schedule
11. Please list the department that the NANCE will be working in
12. Business Unit – MIRO1
13. Location - Miramar
14. Reports To – Name of Supervisor or Manager, cannot be Faculty or staff
15. Reports To Position # - leave blank if you do not know the supervisor's position number
16. GL Account # - List the Budget number, must be a valid budget number with available funds, if a grant or restricted GL, the manager of the budget must initial
17. Distribution – 100% if one budget number is listed, otherwise indicate % to charge each GL to
18. Check assignment type – unless Student or Work Study
19. Signature of Supervisor
20. Signature of Dean/Manager
21. This section is to be completed by the employee, signed and dated