### 3 Weeks Before the Start of Classes

1. Campus will submit the hiring packet including:

* Adjunct PASS with VPI signature verifying MQs
* Personal Profile Form
* Application
* Live Scan
* Unofficial Transcripts
* TB Assessment
* Equifax (case closed)

1. The documents should be hand-delivered (courier) to HR-Employment, marked EXPEDITE notating a last minute hire.
2. All documents will be date stamped.
3. HR-Employment will enter the data within 2-5 days of receipt including the Job Code/s and Competencies.
4. HR-Employment will walk the paperwork to HR-Compensation to enter salary by the end of the week.
5. HR-Employment will inform IT, Dean and campus Business Office of completion. IT will expedite the creation of a User ID.
6. HR-Employment will manually move the “Adjunct Cleared to Hire” spreadsheet to Public Folders daily unless no Adjuncts were entered into HCM.

### 1 Week Before

1. Campus will hand-deliver (courier)the hiring packet including:

* Adjunct PASS with VPI signature verifying MQs
* Personal Profile Form
* Application
* Live Scan
* Unofficial Transcripts
* TB Assessment
* Equifax (case closed)

1. The documents should be hand-delivered (courier) to HR-Employment, marked EXPEDITE notating a last minute hire.
2. All documents will be date stamped.
3. HR-Employment will enter the data within 2 days of receipt including the Job Code/s and Competencies.
4. HR-Employment will walk the paperwork to HR-Compensation to add salary no later than the following day.
5. HR-Employment will inform IT, Dean and campus Business Office of completion. IT will expedite the creation of a User ID.
6. HR-Employment will manually move the “Adjunct Cleared to Hire” spreadsheet to Public Folders daily unless no Adjuncts were entered into HCM.

### 2 Days Before

1. Campus will scan document to [jobs@sdccd.edu](mailto:jobs@sdccd.edu) or hand-deliver (courier) the hiring packet including (minimum required for processing): ***Note that the original documents must be sent via inter-office mail***.

* Adjunct PASS with VPI signature verifying MQs
* Personal Profile Form
* Application
* Live Scan
* TB Assessment
* Equifax (case closed)

1. The documents should be hand-delivered (courier) to HR-Employment, marked EXPEDITE notating a last minute hire.
2. All documents will be date stamped.
3. HR-Employment will enter the data the same day received including Job Code/s and Competencies.
4. HR-Employment will hand-deliver the paperwork to HR-Compensation to add salary immediately.
5. HR-Employment will inform IT, Dean and campus Business Office of completion. IT will expedite the creation of a User ID.
6. HR-Employment will manually move the “Adjunct Cleared to Hire” spreadsheet to Public Folders daily unless no Adjuncts were entered into HCM.

### After Opening Day

1. Campus will scan document to [jobs@sdccd.edu](mailto:jobs@sdccd.edu) or hand-deliver (courier) the hiring packet including (minimum required for processing): ***Note that the original documents must be sent via inter-office mail***.

* Adjunct PASS with VPI signature verifying MQs
* Personal Profile Form
* Application
* Live Scan
* TB Assessment
* Equifax (case closed)

1. All documents will be date stamped.
2. HR-Employment will enter the data the same day received including Job Code/s and Competencies.
3. HR-Employment will hand-deliver the paperwork to HR-Compensation to add salary immediately.
4. HR-Employment will inform IT, Dean and campus Business Office of completion. IT will expedite the creation of a User ID.
5. HR-Employment will manually move the “Adjunct Cleared to Hire” spreadsheet to Public Folders daily unless no Adjuncts were entered into HCM.

**NOTE**:

* HR will modify the email sent to faculty to include a disclaimer for both the instructor and the dean (supervisor) at the point of giving access. The disclaimer will state that no work should be performed before the actual start date, other than to establish login credentials and to review/accept an assignment.
* Volume, completeness, and timing of new hire documents from campuses continue to be an unknown factor and will affect turnaround times. To address this, HR has established an “Emergency Input Team” and extended work hours during periods of high volume.
* There is also a “lock out” period for when HR-Payroll is working on transmitting payroll. Any new hire or new empl record that is to be paid on the current payroll will require special handling and coordination between all HR units. HR is familiar with these situations and is prepared to handle as necessary, including removing the employee from the payroll and issuing a manual (live) check.