New  Reoccurring  SDCCD Student  Current Employee  Prior Employee

**USER INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | |  |  | | | |  |
| 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** | | | | | | |  | | **Position Data** | |  | **Chartfield/GL Data** | | | |  | |
|  |  | | | | | | |  | |  | |  |  | | | |  | |
|  | **Payroll Data** | | | | | | |  | | **Time & Labor Data** | |  | **Parking Data** | | | |  | |
|  |  | | | | | | |  | |  | |  |  | | | |  | |
|  |  | | | | | | |  | |  | |  |  | | | |  | |
|  | **Fill in the blank (enter page name)** | | | | | | |  | |  | |  |  | | | |  | |
|  | \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | | \_\_\_\_\_\_\_\_\_\_\_\_ | |  | \_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | |
|  | | |  | | | | | |  | | | | | | |  | |  |
| Create Profile same as: Employee Name: | | | | | |  | | | | | Empl ID: | | |  | Pos #: |  | |  |
|  | |  | | |  | | | | | | | | | | |  | |  |
| Comments: | |  | | | | | | | | | | | | | | | |  |
|  | |  | |  | | |  | | | | | | | | | | | |