[ ]  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: |       |  |
|  |  |  |   |