SAN DIEGO CITY COLLEGE

Hourly New Hire and Rehire Onboarding Process Guide

This reference guide provides an overview of the campus onboarding process for hourly employees. Additional information of the required forms can be found here.

Adjunct New Hire

1. Hiring department uploads the completed Personal Profile Form, Adjunct PASS and Official Transcript, when requested, via the MS Teams Business Services folder and notifies their assigned Business Services Technician that the documents have been submitted for processing.
2. After reviewing the submitted documents, Business Services Technician sends the “Welcome Email” with instructions to complete the pre-onboarding requirements.
3. New hire completes and electronically submits the following pre-onboarding documents, such as online Equifax packet, TB Risk Assessment/Exam, Live Scan, PDF of completed SDCCD Job Application and Adjunct Retirement Forms. For a full list of required documents, click here.
4. Business Services Technician schedules the onboarding appointment to verify I-9 Employment Authorization after Live Scan clearance is received and all new hire paperwork has been completed (appointment timing depends on how quickly applicant completes pre-onboarding requirements).
5. After onboarding is conducted and the I-9 is verified, Business Services Technician routes the PASS to Vice President of Administrative Services (VPA) for review and signature.
6. Following VPA signature approval, new hire packet is submitted to District HR for processing and the hiring department is notified that the documents have been forwarded.

Adjunct Rehire (18+ Months No Pay)

1. Hiring department uploads the completed Personal Profile Form and Adjunct PASS via the MS Teams Business Services folder and notifies their assigned Business Services Technician that the documents have been submitted for processing.
2. After reviewing the submitted documents, Business Services Technician sends the “Welcome Back Email” with instructions to complete the rehire pre-onboarding requirements.
3. Rehire completes and electronically submits the following pre-onboarding documents, such as the TB Risk Assessment/Exam (only if expired), Live Scan reverification (only required if hired before January 2000), PDF of completed SDCCD Job Application (only required if assigned to different job title) and Adjunct Retirement Forms. For a full list of required documents, click here.

4. After reviewing the submitted documents, Business Services Technician routes the PASS to VPA for review and signature.
5. Following VPA signature approval, rehire packet is submitted to District HR for processing and the hiring department is notified that the documents have been forwarded.

NANCE New Hire

1. Hiring department uploads the completed Personal Profile Form, NANCE PAS and the Student Enrollment Verification form, along with a PDF of the current class schedule, when applicable, via the MS Teams Business Services folder and notifies their assigned Business Services Technician that the documents have been submitted for processing.
2. After reviewing the submitted documents, Business Services Technician sends the “Welcome Email” with instructions to complete the pre-onboarding requirements.
3. New hire completes and electronically submits the following pre-onboarding documents, including the online Equifax packet, TB Risk Assessment/Exam, Live Scan, PDF of completed SDCCD Job Application and NANCE Retirement Forms. For a full list of required documents, click here.
4. Business Services Technician schedules the onboarding appointment to verify I-9 Employment Authorization after Live Scan clearance is received and all new hire paperwork has been completed (appointment timing depends on how quickly applicant completes pre-onboarding requirements).
5. After onboarding is conducted and the I-9 is verified, Business Services Technician routes the PAS to VPA for review and signature.
6. Following VPA signature approval, new hire packet is submitted to District HR for processing and the hiring department is notified that the documents have been forwarded.

NANCE Rehire (60+ Days)

1. Hiring department uploads the completed Personal Profile Form, NANCE PAS and the Student Enrollment Verification form, along with a PDF of the current class schedule, when applicable, via the MS Teams Business Services folder and notifies their assigned Business Services Technician that the documents have been submitted for processing.
2. After reviewing the submitted documents, Business Services Technician sends the “Welcome Back Email” with instructions to complete the rehire pre-onboarding requirements.
3. Rehire completes and electronically submits the following pre-onboarding documents, such as the TB Risk Assessment/Exam (only if expired), Live Scan reverification (only required if hired before January 2000), PDF of completed SDCCD Job Application (only required if assigned to different job title) and NANCE Retirement Forms. For a full list of required documents, click here.
4. After reviewing the submitted documents, Business Services Technician routes the PAS to VPA for review and signature.
5. Following VPA signature approval, rehire packet is submitted to District HR for processing and the hiring department is notified that the documents have been forwarded.

New Hire and Rehire Clearance Process

1. Upon notification that the paperwork has been submitted to HR, hiring department must routinely access the clearance spreadsheet via the MS Teams "Adjunct and NANCE - Cleared to Start" folder to monitor HR clearance before the employee begins the assignment. Note: The file is updated twice weekly.
2. Job Data query in PeopleSoft HCM may also be utilized to monitor if HR has entered an assignment. Note: Employee may start once timesheet is accessible.

Note, the applicant is not in paid status until District HR has received the hire paperwork and fully entered the information into PeopleSoft.