



## PAS Preparation and Submission Process Guide

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### NANCE PAS

The NANCE PAS form is required for onboarding Non-Academic Non-Classified (NANC) employees and for processing any subsequent changes to assignment information. It must be submitted to Business Services before the employee is cleared to start by HR.

1. Confirm you are working from the most current version of the PAS available on the [City Business Services Forms webpage](#).
2. Complete all required fields and obtain appropriate signatures.
3. Submit the signed PAS to your assigned Business Services Technician for processing.
4. Business Services Technician receives and reviews the PAS and, if acceptable, routes it to the Vice President of Administrative Services (VPA) for signature approval.
5. Upon approval, the PAS is submitted to District HR for processing in accordance with established deadlines.

Complete the following fields:

- **Employee Name:** Enter the employee's legal name.
- **Employee ID:** Enter the employee's 10-digit employee ID for existing employees. Leave blank for new hires.
- **Officer Code:** Select the appropriate officer code from the drop-down menu. See limitations on page 2 of the PAS.
- **Reason:** Select the appropriate reason based on assignment type.
- **Job Code:** Enter the appropriate job code for the assignment. Refer to the NANCE Salary Schedule to obtain the list of job codes.
- **Effective Date:** Enter the effective date. Leave blank for new hires and rehires (60+ days). A rehire (60+ days) refers to an employee returning 60 or more days after their previous assignment end date. HR will determine the employee's effective date once they are cleared to start.
- **Job End Date:** Enter a job end date that does not cross fiscal years.
- **FTE:** Enter the appropriate FTE.
- **Standard Hours:** Enter the employee's standard weekly hours for the assignment.

- **Position Title:** Enter the position title. The title must match the classification title listed on the NANCE Salary Schedule.
- **Empl Rec:** Enter the appropriate Empl Rec for the assignment. Leave blank for new hires.
- **Pay Rate:** Enter the appropriate pay rate. Refer to the NANCE Salary Schedule.
- **Department Code:** Enter the 5-digit department code. Do not enter the department name.
- **Business Unit:** Enter CIT01
- **Location:** Enter CIT
- **Reports To Supervisor/Manager Name:** Enter the name of the Reports To supervisor/manager. The Reports To cannot be faculty or staff.
- **Reports To Position #:** Enter the supervisor/manager position number. Must be 6 or 8 digits. Do not enter the employee ID.
- **VP Signature:** Obtain the signature of the VPI or VPSS depending on area oversight.
- **GL:** Enter a valid GL account number. The GL must be established in Finance and synced to HCM prior to PAS submission for processing.
- **GL %:** Enter the appropriate percentage. Total must equal 100%.
- **Avail Funds (Available Funds):** Enter the available budget amount. If a grant or restricted GL is used, the budget manager must initial next to the GL.
- **Project Code:** Enter the appropriate project code, if applicable. Required for specific Measure HH GL accounts only.
- **Reports To Supervisor/Manager Signature:** Obtain the signature of the Reports To supervisor/manager.
- **For Completion by Employee:** Employee must complete and sign the employee section of the form.
- **Yes/No Section:** Select “Yes” or “No” for each question as shown in the screenshot below for reference. Federal and CalWORKs Work-Study employees must be designated as “No” or “N/A” (see page 2 of the PAS).

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|--------------------------------------------------------------------------------------------------------|------------|
| **Do you expect this employee to work at least an average of 20 hours a week for one year or longer?   | (Select -) |
| **Is this a full time 40 hours a week position for a NANC employee and duration greater than 6 months? | (Select -) |

## Revised NANCE PAS

A revised NANCE PAS form is required anytime assignment information needs to be updated or corrected in PeopleSoft.

1. Prepare the revision on a new NANCE PAS available on the [City Business Services Forms webpage](#).
2. Complete all required fields and obtain appropriate signatures. Enter the appropriate Empl Rec to modify an existing assignment.
3. Obtain the employee’s signature only if the revision directly impacts the employee’s position or pay. This includes changes to job code, officer code, reports to, FTE, standard hours or end of assignment.

4. Submit the signed PAS to your assigned Business Services Technician for processing.
5. Business Services Technician receives and reviews the PAS and, if acceptable, routes it to the VPA for signature approval.
6. Upon approval, the PAS is submitted to District HR for processing in accordance with established deadlines.

### **Adjunct PASS**

The Adjunct PASS form is required for onboarding Adjunct employees, including overload and ESU assignments, and for processing any subsequent changes to assignment information. It must be submitted to Business Services before the employee is cleared to start by HR.

1. Confirm you are working from the most current version of the PASS available on the [City Business Services Forms webpage](#).
2. Complete all required fields and obtain appropriate signatures.
3. Submit the signed PASS to your assigned Business Services Technician for processing.
4. Business Services Technician receives and reviews the PASS and, if acceptable, routes it to the VPA for signature approval.
5. Upon approval, the PASS is submitted to District HR for processing in accordance with established deadlines.

Complete the following fields:

- **Employee Name:** Enter the employee's legal name.
- **Employee ID:** Enter the employee's 10-digit employee ID for existing employees. Leave blank for new hires.
- **Effective Date:** Enter the effective date of the assignment. Leave blank for new hires and rehires (18+ months). A rehire (18+ months) refers to an employee returning after 18 or more months with no active assignment or paycheck activity during that time. HR determines the effective date once the employee is cleared to start.
- **Assignment Type:** Select the appropriate assignment type from the drop-down menu: Adjunct, Overload (Contract Faculty) or ProRata.
- **Will this be for an ESU?:** Select "Yes" or "No."
- **Empl Record:** Select the appropriate option from the drop-down menu: New Assignment (new hires), Additional Assignment or select the applicable Empl Record number (0-25) to modify an existing record.
- **Reason:** Select the appropriate reason based on assignment type.
- **Correction or Change?:** Select the appropriate option from the drop-down menu (Correction, Change or N/A) based on the requested action. Use "Correction" or "Change" for revisions to an existing empl record.
- **Notes:** Enter any notes, if applicable.

- **Business Unit:** Enter CIT01
- **Department Code:** Enter the 5-digit department code. Do not enter the department name.
- **Location:** Enter CIT
- **Job Code:** Enter the appropriate job code for the assignment. Job codes beginning with A5 are classroom assignments and A6 are non-classroom assignments.
- **Competency:** Enter the subject 4-letter code. Complete only for classroom assignments.
- **College Subject Code/Non-Class Assignment Description:** Enter the applicable college subject code or description for non-class assignments, if applicable.
- **FTE:** Enter the appropriate FTE in decimal format.
- **Reports to Position #:** Enter the supervisor/manager position number. Must be 6 or 8 digits. Do not enter the employee ID.
- **GL Account #:** Enter a valid GL account number. The GL must be established in Finance and synced to HCM prior to PAS submission for processing.
- **GL %:** Enter the appropriate percentage. Total must equal 100%.
- **Available Funds:** Enter the available budget amount. If a grant or restricted GL is used, the budget manager must initial next to the GL.
- **Project Code:** Enter the appropriate project code, if applicable. Required for specific Measure HH GL accounts only.
- **Campus Signatures (Do not lock PDF):**
  - **Prepared By:** Enter name, sign and date.
  - **Offering Manager:** Enter name, sign and date. This must be completed by the individual listed as the Reports To Position #.
  - **VPI or VPSS:** Enter name, sign and date.

### **Revised Adjunct PASS**

A revised Adjunct PASS form is required anytime assignment information needs to be updated or corrected in PeopleSoft.

1. Prepare the revision on a new Adjunct PASS available on the [City Business Services Forms webpage](#).
2. Complete all required fields and obtain appropriate signatures. Select the applicable Empl Rec to modify an existing record.
3. Submit the signed PASS to your assigned Business Services Technician for processing.
4. Business Services Technician receives and reviews the PASS and, if acceptable, routes it to the VPA for signature approval.
5. Upon approval, the PASS is submitted to District HR for processing in accordance with established deadlines.