



PeopleSoft Request Form Person of Interest (POI)

New Reoccurring SDCCD Student Current Employee Prior Employee

USER INFORMATION

Full Name: _____
 (No nicknames) First Middle Last

Email Address: _____ Phone Number: _____

Supervisor Name: _____ Reports To Pos #: _____
(Not the Empl ID)

Location: _____

District Division Only: _____ POI Type: _____

Dept Code: _____ Competency (If applicable): _____

Child Dev/Clinical Experience: Yes No Start/End Date: From: _____ To: _____

Access Needed:
 SDCCD Email Address _____ Network Login _____ Canvas _____
 Campus Solutions _____ *HCM _____ Finance _____

*Request HCM Access through IT Service Desk. Link: <https://help.sdccd.edu/support/catalog/items/251>.

EMPLOYMENT

Volunteer Form Received: _____ TB Received: _____ DOJ Cleared: _____
 Search Match Found: _____ Empl ID: _____ POI Type: _____

POI Entered by: _____ Date: _____