



New  Reoccurring  SDCCD Student  Current Employee  Prior Employee

USER INFORMATION

VACCINATED (COVID): Yes  No  Date

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<br><input type="text"/>                            | Position Data<br><input type="text"/>     | Chartfield/GL Data<br><input type="text"/> |
| Payroll Data<br><input type="text"/>                        | Time & Labor Data<br><input type="text"/> | Parking Data<br><input type="text"/>       |
| Fill in the blank (enter page name)<br><input type="text"/> | <input type="text"/>                      | <input type="text"/>                       |

Create Profile same as: Employee Name:  Empl ID:  Pos #:

Comments: