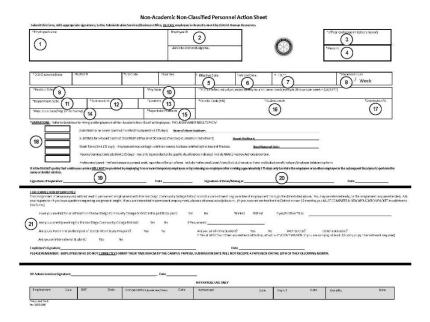
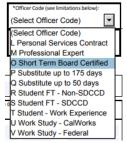
COMPLETING THE PAS



- 1. Employee name
- 2. Employee ID if known
- 3. Select Officer Code from pull down menu (i.e. Short Term, Student FT SDCCD, Substitute)



4. Select Reason from pull down menu (Either New or Rehire only)



- 5. Assignment Effective Date May change based on cleared to work date
- 6. Job End Date Based on assignment/assignment type, generally 12/31 or 6/30, cannot cross fiscal years
- 7. FTE cannot exceed .625 (ERP only exception). If working in two areas total FTE cannot exceed .625
- 8. Standard Hours list max hours per week, cannot exceed hours relative to FTE listed
- 9. Position Title Must be the exact classification title on the NANCE Salary Schedule
- 10. Hourly Pay Rate Please refer to the current NANCE Salary Schedule
- 11. Please list the department that the NANCE will be working in
- 12. Business Unit MIR01
- 13. Location Miramar
- 14. Reports To Name of Supervisor or Manager, cannot be Faculty or staff
- 15. Reports To Position # leave blank if you do not know the supervisor's position number
- 16. GL Account # List the Budget number, must be a valid budget number with available funds, if a grant or restricted GL, the manager of the budget must initial
- 17. Distribution 100% if one budget number is listed, otherwise indicate % to charge each GL to
- 18. Check assignment type unless Student or Work Study
- 19. Signature of Supervisor
- 20. Signature of Dean/Manager
- 21. This section is to be completed by the employee, signed and dated