To open a document, click on the guide number.

**HUMAN RESOURCES**

- **H-200A** Human Resource PSA Relationships
- **H-200B** SAP / Legacy System Employee Unit Code Conversion
- **H-200C** Basis Code Time Period Summary
- **H-200D** SAP / Legacy System Overtime Code Conversion
- **H-200E** Personnel Sub-Areas by employee Category
- **H-201A** Confidential Position Status Elements
- **H-201B** LACCD Job Codes Designated Confidential
- **H-300A** Employee Groups
- **H-300B** Employee Sub-Groups
- **H-310** Mandatory Taxes and Retirement Deductions
- **H-330A** New Hire Pay Frequency
- **H-330B** Additional Taxes and Retirement Deductions
- **H-500A** Pay Scale Concepts
- **H-500B** Job Creation Responsibility
- **H-500C** Salary Schedule Types
- **H-500D** Salary Schedule Pay Scale Type Codes
- **H-500E** Pay Scale Area Codes
- **H-500F** Faculty Salary Schedule Pay Scale Group Codes
- **H-500G** Pay Scale (Schedule) Responsibility Area
- **H-500H** Pay Rate Groupings
- **H-500I** Pay Rate Conversion Examples
- **H-511A** Step Advance Creditable Leaves of Absence
- **H-511B** Adjunct Faculty Step Advance Days Credit Per Month

**RECRUITMENT, SELECTION AND EMPLOYMENT**

- **R-000** Recruitment and Selection Service Summary
- **R-100** Academic Selection Process Summary
- **R-120** Faculty Selection, Tenure-Track
- **R-121** Probationary Faculty Assignment Compared to Tenured Faculty Assignment
- **R-122A** Temporary Faculty Assignment Limits
- **R-122B** Limited Faculty Selection Process
- **R-122C** Temporary Assignment Processing Options
- **R-123** Human Resource ITV Faculty Clearance Process
- **R-124A** Human Resource PACE Faculty Clearance Process
- **R-124B** PACE Assignment Chart
- **R-124C** PACE Track / CAP Payment Schedule
- **R-125A** Department Chair Duty / Non-Duty Day Work Year
- **R-125B** Department Chair Job Codes
R-125C  Department Chair Mid-Year Assignment Processing Procedures
R-130    Adjunct Faculty Minimum Qualification Summary
R-140A  Substitute Assignment Faculty Limits
R-140B  Day-to-Day Substitute Standardized Budget
R-300    Unclassified Service Positions
R-310A  Professional Expert Salary Rates
R-310B  Pre-Employment Processing Document Checklist
R-320A  Student Employee Position Pay Levels and Minimum Requirements Summary
R-320B  Student Employee Work Hour Limitations
R-320C  Student Employee Series Job Descriptions and Codes
R-350A  Permissible Academic Development Grant Duties
R-350B  Alternatives to Development Grant Assignments
R-400A  Athletic Coach FTE Limitations
R-400B  Athletic Coach FTE Equivalents
R-400C  Playoff Coaching Stipend Codes
R-400D  Athletic Coach Stipends by Sport and Assignment Category
R-400E  Athletic Coach Stipend Payment Schedule
R-400F  Athletic Director Reassigned Time
R-400G  Athletic Coach Codes
R-501    Tuition Reimbursement

PERSONNEL ACTIONS
P-000A  Personnel Action Initiating Area
P-000B  Eligibility Certification Responsibility
P-100A  Types of Assignments
P-100B  Classroom Faculty Standard Start Dates
P-100C  Assignment End Dates
P-102A  Directory Information
P-102B  Classification of Information
P-102C  Release of Information
P-110    New Hire Form and Document Requirements
P-111A  Live Scan Appointment Scheduling for LACCD Sites
P-111B  Live Scan Functions and Responsibility Area
P-120    Rehire
P-121    Rehire Retiree
P-121B  Retiree Categories of Employment
P-121C  Rehire Retiree Processing
P-121D  Retirement System Limits
P-130A  LACCD FLSA Overtime Exempt Positions
P-130B  Additional Assignment FTE Limit Wage Type
P-130C  FTE Assignment Limitations
P-130D  PCR Assignment Change Options
P-302    LACCD Departments requiring a Certified Death Certificate
P-310    Resignation Withdrawal Period
P-370A  LACCD Retirement Services Work Areas
P-370B  Retirement Processing Documents and Timelines
P-371A  Service Requirement for Retiree Health Benefits Summary
P-371B  Documents Required for Retiree Health Benefits Coverage
P-371C  LACCD Medicare Requirements
P-371D  CALSTRS/LACCD Medicare Election Summary
P-400A  Leave of Absence Processing Summary
P-400B  Salaried Employee Sub Groups (ESG) Eligible for Leaves of Absence
P-400C  Extension of Leaves of Absence
P-400D  Effects of a Leave of Absence on Service Credits and Privileges Summary
P-400E  Paid Types of Leaves of Absence Quick Reference Summary
P-400F  Unpaid Types of Leaves of Absence by Employee Unit
P-400G  Partial Types of Leaves of Absence by Employee Unit Summary
P-420A  LACCD Unclassified Service Leave Overtime Exempt Positions
P-420B  PCR Assignment Change Options

WORK SCHEDULE, LEAVES AND ABSENCES

W-210A  “C” Basis Regular Contract Faculty Illness Quota Reduction
W-210B  Faculty Illness Leave Absence Reporting Variables
W-210C  Faculty Absence Reporting Forms
W-210D  Hours of Scheduled Duties Per Day (Including Office Hours)
W-210E  Multiple Location Faculty Assignment Absence Reporting Examples
W-301A  Catastrophic Leave Program Donor-Employee Leave Balance Requirements and Donation Limits
W-301B  Catastrophic Leave Program Administration Responsibilities
W-410A  D and G basis Assignment Periods
W-410B  Determination of Fiscal Year Calendar Days
W-410C  Number of Calendar Days Fluctuations
W-500A  LACCD Overtime Compensation Requirement Summary
W-500B  Overtime Work Pattern Examples
W-500C  Lunch and Break Period Requirements
W-500D  Meal Period Requirements
W-600A  Basis and Work Year
W-600B  Determination of Fiscal Year Calendar Days
W-600C  Number of Calendar Days Fluctuations
W-600D  Work Year Sub-Divisions: Academic Terms
W-600E  Paid Work Year and Duty Periods