

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR P-110
		NEW HIRE
ISSUE DATE: March 22, 2018	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide P-110 February 9, 2010	CHANGES: Updated requirements, documents and table to reflect new process.	

I. POLICY

It is the duty of each college/division to establish internal processing procedures that ensure the college/division submits all mandatory documents for prospective new employees within a timely manner and within established guidelines. It is required that the college/division obtain employment clearance by the Educational Services Center (ESC) Human Resources (HR) Entry Services Unit prior to prospective new employees starting work.

II. DEFINITIONS

- ***New Hire*** is the procedure used to employ persons who have never worked at any location in the Los Angeles Community College District.
- ***Prospective new employees*** are those who have been offered and accepted a position but have not completed employment processing.

III. REQUIREMENTS

- A. The new hire form requirements described in this guide are applicable to new hire personnel actions.
- B. All new hires require compliance with District recruitment, selection, and employment processes..
- C. Pre-employment processing is required for all new employees regardless of type of employment service; however, the specific documents to be processed vary by service.
 1. Table P-110, New Hire Processing Routing Instructions, lists the forms to be completed for a new assignment in each of the three services.
 2. The New Hire Processing Routing Instructions are posted on the HR New Employee's webpage so that each location can easily track the status of documents.
 3. Responsibility for obtaining the completed documents is performed on a decentralized basis at each college/division.
- D. It is the responsibility of the hiring location to verify the accuracy and completeness of all forms and documents prior to submitting the new hire packet to ESC HR Entry Services Unit for final processing.

- E. Minimum Qualifications (MQ's) Validation for Academic Administrators, Supervisors and Faculty:** As specified on Table P-110, after an individual is recommended for hiring by the college/division, the college/division will forward the information required to HR Academic Recruitment Unit. The Academic Recruitment Unit accepts scanned copies of the MQ documents to initiate the review but will require the original documents to complete the MQ validation process. Written notification of MQ validation from HR Academic Recruitment Unit must be received prior to pre-employment screening.
- F. Pre-Employment Screening:** Each college/division will immediately send the prospective new employee the required documents as listed in Table P-110.
1. The completed HR 4: Report of Convictions, and Request for Live Scan Service forms are to be emailed to HR Employer-Employee Relations at livescanclearance@email.laccd.edu. After HR clearance, location personnel office to courier the originals to HR Entry Services Unit along with the Pre-Employment/Employment Documents.
 2. The I-9: Employment Eligibility Verification; supporting documents; and the TCB-01: 'School Staff & Volunteers - Tuberculosis Risk Assessment & Certificate of Completion Tuberculosis Risk Assessment and/or Examination' are to be emailed to the HR Entry Services Unit at HREntryServices@email.laccd.edu.
 3. No prospective new employees are to begin work prior to receiving full clearance from HR. If individual meets all criteria, written clearance will be sent from the HR Entry Services Unit.
 4. After receiving written clearance from the HR Entry Services Unit, the College/Division will input the assignment into PCR to generate an employee ID.
- G. Pre-Employment/Employment Documents:** The college/division is to have the prospective new employee fill out the required documents and forms listed on the lower portion of Table P-110. The forms are distributed as below:
1. The completed forms, if applicable for type of service according to Table P-110: HR-1: Information Certification; HR-2: Personal Data Self-Disclosure; HR-3: Oath of Allegiance/Oath of Support; C-1117: Acknowledgement of Employment Conditions, Specially Funded Programs; HR-21, Academic Service Medical Examination Certification; HR-22: Classified Service Health Status Statement; HR-23: Terms of Employment; CANRA: Condition of Employment Pursuant to CANRA form; HR-R3000HBK: Certification of Receipt of Unclassified Employee Handbook; and H-1000A, Personnel File Checklist New Hire, are to be couriered to the HR Entry Services Unit.
 2. The following completed forms, if applicable according to Table P-110, are to be submitted to the LACCD Payroll Office by courier mail with the exception of the LACCD Direct Deposit Authorization which the employee will enter on the ESS Portal: HR-5: Address and Warrant(s) Recipient Designation; Direct Deposit Form; W-4: Employee Withholding Certificate; and HR-12: Transfer of Illness Leave Balance Request.
 3. If applicable completed Retirement Forms: RU-01; RU-02; or RU-03 to be couriered to the LACCD Retirement Unit.
 4. The completed packet, if applicable for the service type, to be emailed to the LACCD Health Benefits Department at HealthBenefits@email.laccd.edu.
- H.** The location is to courier all Pre-Employment Screening and Pre-Employment /Employment documents along with the Personnel File Checklist New Hire H-1000A, to the LACCD HR Entry Services Unit. It is mandatory that the Personnel File Checklist New Hire be completed and that it correspond to the attached documents.

- I. It is the responsibility of the hiring location to verify the accuracy and completeness of all forms and documents prior to submitting the Personnel File Checklist New Hire Form H-1000A to ESC HR Entry Services Unit for final processing.
 1. Incomplete data, missing forms, or missing documents will delay an employee's warrant. Efforts to ensure accurate and timely processing are the responsibility of each hiring location.
 2. In the event a prospective new employee does not complete and submit all required forms and documents within the processing timelines indicated below, the location personnel office is to immediately send a reminder to the new employee and the new employee's supervisor.
 3. If the prospective new employee accepts the offer, the College may notify the employee that they have 5 business days to provide documents. If the documentation is not received within that time, the offer may be rescinded.
- J. No assignment of a new hire is to be authorized for payment until all forms indicated in Table P-110 are complete.

Table P-110 New Hire Processing Routing Instructions

NEW HIRE PROCESSING ROUTING INSTRUCTIONS						
FOR COLLEGE PERSONNEL USE ONLY						
SUBMITTED E	FORMS & REQUIREMENTS	FORM #	ACADEMIC	CLASSIFIED	UNCLASSIFIED	INSTRUCTIONS
PRE-EMPLOYMENT SCREENING						
	Minimum Qualifications: (FT) Selection packet; (PT) Application and supporting docs; MQ validation and approval of hiring recommendation must be completed prior to Pre-employment Screening		x			HR Academic Recruitment Unit HR Academic Recruitment Unit will accept scanned copies of MQ's to initiate review but will require original documents to complete validation. Courier original documents to HR Academic Recruitment Unit to complete MQ process.
	Report of Convictions	HR-4	x	x	x	HR Employer-Employee Relations Email scanned copies to livescanclearance@email.laccd.edu
	Request for Live Scan Service	CA BCII 8016	x	x	x	HR Employer-Employee Relations Step 2- After HR clearance, courier original to HR Entry Services Unit.
	Employment Eligibility Verification (I-9)	USCIS I-9	x	x	x	HR Entry Services Unit Step 1- Email scanned copies to HREntryServices@email.laccd.edu ;
	Tuberculosis Risk Assessment & Certificate of Completion Tuberculosis Risk Assessment and/or Examination	TCB-01	x	x	x	HR Entry Services Unit Step 2- After HR clearance, courier original to HR Entry Services Unit.
UPON RECEIPT OF WRITTEN CLEARANCE OF PRE-EMPLOYMENT SCREENING FROM HR ENTRY SERVICES UNIT, COLLEGE TO INITIATE PCR.						
PRE-EMPLOYMENT/EMPLOYMENT DOCUMENTS						
	Information Certification	HR-1	x	x	x	HR Entry Services Unit Courier original to HR Entry Services Unit
	Personal Data Self Disclosure	HR-2	x	x	x	
	Oath of Allegiance / Oath of Support	HR-3	x	x	x	
	Acknowledgement of Employment Conditions, Specially Funded Programs Required for assignment in job codes: <ul style="list-style-type: none"> • 5096 SFP Director • 5097 SFP Specialist • 5098 SFP Technician • 5099 SFP Office Assistant 	C-1117			x	
	Academic Service Medical Examination Certification	HR-21	x			
	Classified Service Health Status Statement	HR-22		x		
	Terms Of Employment	HR-23			x	
	Condition of Employment Pursuant to CANRA form (certification) * Required for unclassified employees working with minors		x	x	x*	
	Certification of Receipt of Unclassified Employee Handbook	HR-R300HBK			x	
	Personnel File Checklist New Hire (last document to send to HR Entry Service Unit)	H-1000A	x	x	x	
	Address and Warrant(s) Recipient Designation	HR-5	x	x	x	LACCD Payroll Courier original to Payroll
	LACCD Direct Deposit Authorization (Recommended)	ESS Portal	x	x	x	
	Employee Withholding Certificate	W-4	x	x	x	
	Transfer of Illness Leave Balance Request – <i>If Criteria Met</i>	HR-12	x	x		LACCD Payroll Courier original to Payroll
	Retirement Forms *Certain unclassified assignments; check with worksite personnel office	RU-01,02,03	x	x		LACCD Retirement Unit Courier original to Retirement Unit
	Benefit Packet – <i>Only if eligible for benefits</i>		x	x		LACCD Health Benefits Email scanned copies to HealthBenefits@email.laccd.edu

New Hire Processing Routing Instructions, 03/22/2018
HR Operations - Policies, Procedures, Projects, and Reports Unit

IV. ADDITIONAL SOURCES

FEDERAL GOVERNMENT

[Internal Revenue Services \(IRS\)](#)
[Social Security Administration \(SSA\)](#)
[United States Citizen and Immigration Services \(ICE\)](#)

CALIFORNIA EDUCATION CODE

Chapter 1 Provisions Applying to All Employees
Sections 87000 - 87160
Chapter 2 Qualifications for Community College Personnel
Sections 87350 - 87360
Chapter 3 Employment
Sections 87400 - 87880

LACCD BOARD RULES

Chapter 10 X. Human Resources
Article I Personnel Services
[10103 Oath of Allegiance – New Employee](#)
[10105 Employment Records of Employees](#)
[10105.10 Fingerprints of Applicants for Positions](#)
[10106.10 Credential Records](#)
[10109 Probationary Period for Certificated Employees](#)
Article II Health Examinations
[10201 Health Examinations](#)
Article IV Certificated Assignments
[10406 Assignment Authorization for New Certificated Employees](#)
Article XI Unclassified Assignments
[101104 Unclassified Assignments](#)
[101107 Employment of Students with Criminal Records](#)
[Article XII Child Development Centers](#)
Article XVI District Life Insurance Coverage
[101603.10 Initial Enrollment](#)
[Article XVII Hospital-Medical, Dental, Vision Group Coverage, Group Life Insurance Coverage, and the District's Employee Assistance Program](#)
[Article XIX Student Worker Classifications](#)

LACCD ADMINISTRATIVE REGULATIONS

[AO-8 Personnel](#)

PERSONNEL COMMISSION

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