



The college personnel office must date and initial off documents forwarded to Human Resources with the In-Service Checklist.

Campus Personnel: Please print or type and ensure all information is provided as omissions can delay processing.

Last Name _____ First Name _____ Middle Name _____ Suffix _____

Class Code # _____ Class Code Title _____ Employee ID # _____ Date of Birth _____

Date	Initial	ACADEMIC
		LACCD Administrator's Job Duty Statement^
		Leave of Absence Request (HR P400A)** ^
		Attending Physician Statement (HR - P400B)* ^
		Leave of Absence: Early Return Request(HR P - 400C)** ^
		Application for Degree Differential (C1004) ^
		Request for Transfer (287 - 7) ^
		Request for Temp. Transfer or Exchange - Faculty (774-3) ^
		Letter of Commendation^
		Performance Evaluation^
		Resignation (HR - P310) ^
Notes:		

Date	Initial	CLASSIFIED
		Leave of Absence Request (HR P400A)** ^
		Attending Physician Statement (HR - P400B)* ^
		Leave of Absence: Early Return Request(HR P - 400C)** ^
		Application for Degree Differential (C1004) ^
		Request for Transfer C1045) ^
		Notice of Outstanding Work Performance (80-21) ^
		Letter of Commendation^
		Performance Evaluation^
		Notice of Unsatisfactory Services (C1065) ^
		Resignation (HR - P310) ^
Notes:		

Not all documents are required for all employees. Absence of a particular document does not indicate that it is missing. Personnel records may be legally maintained in paper or electronic format. Human Resources utilizes numerous filing systems, including but not limited to, the main personnel file, the medical file, the I-9 file, and the Employer-Employee Relations file which are maintained separately. We give special consideration to where and how our files are maintained, limiting access to only those with a need to know and protecting applicants and employees from discrimination, identity theft, breach of privacy, and Health Insurance Portability and Accountability Act (HIPAA) violations.

* Indicates that the document is kept in a separate file from the main Personnel File
 ** Indicates that the document is kept in a separate file because/if it contains medical information
 ^ Indicates if criteria is met