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-300A** Employee Groups
- **H-300B** Employee Sub-Groups
- **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-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-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-140A** Substitute Assignment Faculty Limits
- **R-140B** Day-to-Day Substitute Standardized Budget
- **R-300** Unclassified Service Positions
- **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-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

**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   Reemployment Form and Document Requirements (Rehire)
P-121A  Reemployment Form and Document Requirements (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  FTE Assignment Limitations
P-130C  PCR Assignment Change Options
P-310   Resignation Withdrawal Period
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