ASSOCIATE FACULTY DATATEL ENTRY FORM

FAX this form to the District Human Resources Department to have a new, returning or emergency hire associate faculty member entered into the Datatel database.

WVC Fax No. 408.867.5132 **ATTN: Kelly Murphy**
MC Fax No. 408.496-0462 **ATTN: Nancy Parker-Cornejo**

The purpose of this form is to quickly provide the information required for Human Resources to add an instructor to the Datatel system. _____

College: _____ **Semester:** _____ **Dept:** _____ **Division:** _____

It has been documented that this new instructor is either in the discipline pool, or, if an Emergency Hire, that a waiver has been approved at the college, an application completed and that minimum qualifications have been reviewed at the college and the instructor has been recommended for hire Ç Ç further equivalency evaluation. Authorization is hereby given to the Senior Office Coordinator to notify Human Resources to add the instructor named below to the HR Datatel database.

Department Chair's Signature	**Date**	**Extension**
Division Chair's Signature	**Date**	**Extension**
Vice President or Designee Signature (EH Only)	**Date**	**Extension**

FROM: SENIOR OFFICE COORDINATOR **TO: HUMAN RESOURCES**

Name of SOC	**Extension**	**Fax No.**

Add the following instructor to the HR Datatel database as:

Ç **Emergency Hire** Ç **New Hire**

Employee Name: _____
Last **First** **Middle Initial**

Home Address: _____
Street **City / State** **Zip**

Home Phone: _____ **Social Security No:** _____

If available:
Ethnicity: _____ **Date of Birth:** _____ **Gender:** _____

Date Rec'd in HR: _____ Rec'd by: _____
Date Entered into Colleague: _____ Entered by: _____
Date SOC Notified to Proceed: _____ Notified by: _____

Instructor's Datatel ID No. _____

HR / ras / 10-12-07