

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
MC Fax No. 408.496-0462

ATTN: Kelly Murphy
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 £ £ 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.
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Add the following instructor to the HR Datatel database as:

£ **Emergency Hire**

£ **New Hire**

Employee Name: _____

Last	First	Middle Initial
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Home Address: _____

Street	City / State	Zip
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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. _____	