



PASADENA CITY COLLEGE

Human Resources

HOURLY ACADEMIC EMPLOYMENT NEW/ADD/CHANGE FORM

Assignment: Teaching

Hourly instructors are bound by the 67% rule in accordance to the Education Code

Date: _____

Teaching

Name: _____

Non-Teaching

Employee Identification (EID) #: _____
(REQUIRED)

Add

Termination: _____
(Date)

Division: _____

Discipline/Subject: _____

Effective date of assignment: _____
(First day the faculty is going to teach, specify the semester/intersession)

New

Add Assignment

Change of Assignment

Pool

Emergency

Teaching FTE: _____

Non-teaching FTE: _____

Counseling FTE: _____

Lab Coordinator FTE: _____

Labor Distribution: (What account do we charge this assignment? Please make sure to list all 14 digits)

(REQUIRED)
Cost Center Number (14 digits)

Cost Center Manager/Authorized Signature

Date

