PALO ALTO COLLEGE
COLLEGE PROCEDURES

Procedure Number: P 8.0
Procedure Title: College Employee Entry
Relevant Board Policy: D.2.2 (Policy) Hiring Practices
                           D.2.3 (Policy) Qualifications for Hire
                           D.2.5 (Policy) Hiring Authority, Status, Assignments and Duties
SACSCOC Principle: Principle 5.5 Personnel Appointment and Evaluation
                           Principle 6.3 Faculty Appointment and Evaluation
Originating Unit: Vice President College Services
Maintenance Unit: Vice President College Services

I.   Purpose: To outline steps to be followed when an employee is hired to a position within the College.

II. Procedure statement:
     The purpose of this procedure is to clearly state the steps necessary to complete the Entry process in an expeditious and efficient manner.

     A. All new employees will be scheduled to attend new employee orientation, complete compliance training, submit performance goals, and complete a 90-day review.

     B. An **ACES ID** and **Email Address** will automatically be assigned once an employee is hired.

     C. Department Administrative Specialist or Department Supervisor of the new employee shall submit service requests for the following:

         1. **Employee Identification Badge**: For Employee Identification Badge contact the District Department of Public Safety to request an Identification Badge. District DPS will make an appointment for the employee to come in and have a picture taken. District DPS will then create the Identification Badge and notify the employee when and where to pick their ID Badge.

         2. **Computer ID, Computer Hardware and Telephone Access:** For Computer User ID, Computer Hardware and Telephone Access contact the Information Technology Services Department by submitting a request via FootPrints. https://footprints.alamo.edu

                 a. Technology hardware for new hires filling vacated positions will be assigned technology assets previously assigned to the position and take on the existing device replacement cycle.

                 b. Technology hardware and purchases for newly created positions must be budgeted by the requesting department and purchased at the time of

job posting approval. Hardware will then be added to the campus device replacement cycle, if applicable.

    c. A Funding Request Form shall be submitted to the budget office, by the requesting department, for additional funds necessary to ensure technology needs for new employees are met.

3. **Banner Account Access and Training:** For Banner Account Access and Training the employee must submit a request by logging into your ACES account. Click on the Employee Tab and then click on the **Banner Finance Access Request** located in the lower center of the screen under **Enterprise Employee Resources.**

4. **Building and Office Access**: For Building and Office Access Submit a Building Access Control Form and/or Key Request Form for appropriate approvals. Please see PAC procedure F 11.0 Door Key Issue and Control.

Attachments:

Date Created: March 7, 2016

Date Updated/ Approved: September 1, 2020

Approved:
(signed): Katherine Doss
Interim Vice President of College Services

(signed: Elizabeth Tanner)
Vice President of Academic Success

(signed: Gilberto Becerra)
Vice President of Student Success

(signed: Dr. Robert Garza)
President