

# 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.

_____ <b>Department Chair's Signature</b>	_____ <b>Date</b>	_____ <b>Extension</b>
_____ <b>Division Chair's Signature</b>	_____ <b>Date</b>	_____ <b>Extension</b>
_____ <b>Vice President or Designee Signature (EH Only)</b>	_____ <b>Date</b>	_____ <b>Extension</b>

**FROM: SENIOR OFFICE COORDINATOR**

**TO: HUMAN RESOURCES**

_____ <b>Name of SOC</b>	_____ <b>Extension</b>	_____ <b>Fax No.</b>
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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: _____ Date Entered into Colleague: _____ Date SOC Notified to Proceed: _____ Instructor's Datatel ID No. _____	Rec'd by: _____ Entered by: _____ Notified by: _____
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