

PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Office of 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  
 Non-teaching  
 Add

Name: \_\_\_\_\_

Employee Identification (EID) # or Social Security # for new faculty:

\_\_\_\_\_  
**(REQUIRED)**

Division: \_\_\_\_\_

Discipline/Subject: \_\_\_\_\_

Effective date of assignment: \_\_\_\_\_  
**(1st 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.)

\_\_\_\_\_  
Cost Center Number (14 digits)      **(REQUIRED) EMP:** \_\_\_\_\_ **(REQUIRED)**

\_\_\_\_\_  
Cost Center Manager/Authorized Signature

\_\_\_\_\_  
Date