

HR Forms

Please Note: Any form marked with an asterisk (*) should be signed by the dean and sent to the Provost Office for signature before being sent to HR.

If you have questions regarding the following forms, please contact the HR employee listed below.

- HR-8 (Address and Name Change)
- HR-14 (Student Work Assignment)
- * HR-25 (Human Resources Action Form For Full-Time Employees) (NCR Paper)
- * HR-26 (Human Resources Action Form For Supplementary Services [Full-Time Employees]) (NCR Paper)
- * HR-27 (Human Resources Action Form For Instructional Part-Time Personnel) (NCR Paper)
- * HR-30 (Authorization to Teach During Normal Working Hours)
- * Proposed Course of Study for Advanced College Credit or Degree

Full Time Employees		Adjunct Employees		Part-Time and Work/Study Employees	
	Last Name		Last Name		Last Name
Cali Evans	A-K	Diane Peckham	A-K	Sharon Mondoro	All
Joanne Flores	L-Z	Kristabel Carvajal	L-Z		

Hiring Forms/Information

The following forms go to Jennifer Page (Mail Code 3-33, ext. 8032):

- * Requisition to Hire Forms (if not using People Admin)
- Recruitment forms
- Most hiring (recruiting/advertising) should be done through PeopleAdmin on the Valencia Website.

Benefits Forms/Information

- All benefits forms should go to Laurie Youngman (Mail Code 3-33, ext. 8116)
- All retirement enrollment and 403(b), 457 forms should go to the Benefits Section.
- Many benefits and retirement forms can be found at www.valenciacc.edu/HR/benefits.asp

Payroll: (Mail Code 3-34)

- † Certificate of Absences
- Direct Deposit Authorization Agreement
- * Excess of 29.0 Hour Authorization Form
- HR-28 (Part-Time Time Sheets) (NCR Paper)
- * Overtime/Comp Time
- * Substitution Verification Forms (NCR Paper)
- Time Cards
- W2 Duplicate Request Form

Part-Time Payroll	Student Payroll & Substitutions	Full-Time and Adjunct Payrolls	Leave Issues
Jessica Santiago	Eva Cintron	Bettie Cooper	Loyda Pomales

* Must be signed by Dean and Provost before submitting to HR.

† Dean Certificate of Absences must be signed by the Provost before submitting to HR.