LANEY COLLEGE
Business Services
900 Fallon Street, T-850
Oakland, California 94607

STANDARD OPERATING PROCEDURE

Title:	Personnel Action Forms

PURPOSE

This procedure is intended to provide college staff and departments the information necessary to generate a Personnel Action forms to begin the hiring process of an individual.

PROCEDURE

To reduce the level of staff working without the proper paperwork, please generate a Personnel Action (P.A.) form before putting this person to work. P.A. are submitted by the department head to the dean by turning in a hard copy. To get a copy of this P.A. form, click on the access link below:

1. Access PROMT (https://staff.peralta.edu/psp/PAPROD/EMPLOYEE/EMPL/h/?tab=PCC_EMPLOYEE_HOME)
2. Click on Personal Action Form under “Quick Link”
3. Beginning filling out this form by identifying if this person is going to be considered as: Classified, Academic, Management, or Other.
4. Fill in the hiring individual information on the top left.
5. On the top right of the form, fill in what location this individual will be working at. The ending date should not cross over to next fiscal year. The ending date should not go beyond June 30, 20XX.
6. Under “Action Requested” and “Assignment Status” identify what best fit this individual situation
7. To input the correct Position Code, Title, Range, and Step under “Position Information” and “Salary Information” go to http://peralta.edu/apps/comm.asp?$1=250 .
8. Under “Salary Information” budget code, fill in the appropriate codes that you would want to charged this salary out of.
9. Under “Comments”, specify job title and any special assignments as it relates to the position

10. Saved document and print out a hard copy for signatures

After the requester has initiated the P.A., the P.A is routed to the Dean then to the appropriate Instruction or Student Services Manager, or the Business Office.

Once the availability of funds in the specified account is verified, the P.A is routed to the President's Office.

STANDARD OPERATING PROCEDURE

DEPARTMENT: Business Services	**TITLE:** Personnel Action

KEY WORDS

- Personnel Action

DEFINITIONS AND ABBREVIATIONS

- PROMT – Peralta Real-time Online Management Technologies (People Soft computer system)

RESOURCES

Last Edits:			
Responsible:		**Approved by:**	
Date for Review:		**File Ref:**	
Previous Titles:	None		