**Clackamas Community College HUMAN RESOURCES**

# NEW EMPLOYEE ACCESS

**Employee Separation Criteria:**

**Part-Time Classified** – termed after 90 days of inactivity.

**Part-Time/ Associate Faculty** – who have not taught in the last 5 consecutive terms (including Summer) constitute a rehire for hiring and pay level purposes (per the Part-time Faculty CBA), with the exception of any current MOU(s).

**Student/ FWS** – termed after 90 days of inactivity and reviewed at the end of each term

### New Hire/ Rehire/ Transfer/ Student/ FWS:

**New Hire -** Has not been employed by CCC in the past. Will need to apply and complete all new hire forms/ tasks.

**Rehire -** Has worked for CCC in the past. Requirements will vary based on the last date they worked:

- *If rehire date is less than 1 year, does not need to reapply and only needs to complete applicable rehire forms/ tasks.*

- *If rehire date is more than 1 year and returning to the same position, does not need to reapply and only needs to complete applicable rehire forms/ tasks.*

- *If rehire date is more than 1 year and returning to a different position, needs to apply and complete all new hire forms/ tasks.*

**Transfer -** Current CCC employee applies and accepts a new or additional position, will complete any tasks needed for the new position.

**Student/ FWS -** Currently enrolled in 6 or more credits or eligible for FWS. Will need to apply and complete all new hire forms/ tasks.

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Hiring manager/ department chair submits a new hire authorization via Neogov or a **servicedesk** ticket for a rehire who meets the criteria to return without a new application. HR will verify all criteria requirements are met.

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HR assigns applicable forms/ tasks. Forms/ tasks are completed by the employee electronically via Neogov Onboard. Timeline of the process is contingent on the completion of all assigned forms/ tasks.

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Staff email and ID number are not created until all forms/ tasks are completed. The employee has until their third day of employment to meet with HR to complete the I-9 verification.

HR notifies the hiring department via a servicedesk ticket reply; that an email has been created and to request additional IT access. if needed (submit an ITS ticket and use the HR ticket ID provided).

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Account creation process:

- Staff email/ Office 365

- Employee is sent their username and password details to their personal email

- Added to appropriate email distribution list(s)

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Department (Administrative Assistant/ Administrative Coordinator/ Hiring Manager) submits an ITS ticket using the "*New Employee Access Request Form*".

Most access requests are completed within 3 days of submission and colleague access requests can take up to 1 week.