

HR Form Routing Guide

HR Form:	How to Route	Route to:
JAF-M for Temporary Position	PASS AODoc	pccjobs@pcc.edu
JAF-M for Work Out-of-Class	PASS AODoc	HRIS-group@pcc.edu
JAF-M and PR/C for adjusting job's FTE from Full-Time to Part-Time or Part-Time to Full-Time	PASS AODoc	HRComp-Group@pcc.edu
JAF-M for other adjustments to position (i.e. FTE change from .5 to .75)	PASS AODoc	HRIS-Group@pcc.edu
JAF-M for Daily Rate jobs (one-term and two-term)	PASS AODoc	pccjobs@pcc.edu
MAP	PASS AODoc	HRIS-Group@pcc.edu
NWRINAS	HRIS Forms AODoc	These are automatically routed to HRIS
PR/C	PASS AODoc	HRComp-Group@pcc.edu
I-9 Form and other hiring paperwork	Direct email	HRIS-group@pcc.edu
Instructor Approval Form (IAF)	PASS AODoc	HRIS-group@pcc.edu
Faculty Work Schedules	PASS AODoc	HRIS-group@pcc.edu
Pay Cancellation Requests	eAUTH form	These are automatically routed to HRIS
Leave Request	PASS AODoc	Your benefits specialist: Employee Last Name A-G: Juliette Anderson Employee Last Name H-M: Kim Searcy Employee Last Name: N-Z Robyn Hill
Performance Assessments for Part-Time Faculty and Temporary Assessment	PASS AODoc	EmployeeAssessmentHelp@pcc.edu Note: All other Performance Assessments must be uploaded directly into MyCareer@PCC
MYC Agreements	PASS AODoc	EmployeeAssessmentHelp@pcc.edu
Termination Form	PASS AODoc	HRIS-group@pcc.edu