

Part Time Hourly Employee 1126 Guide

Initial Hire: Click to Check Box for Brand New Hire (Employee has Never worked for SCCC in any role). Details for the hire should be provided under #'s 1, 2, and 3 of the Part Time Employee Justification & Details Section.

New Assignment: Click to Check Box for a Rehire (Employee has Previously worked for SCCC in any role). Details for the rehire should be provided under #'s 1, 2, and 3 of the Part Time Employee Justification & Details Section.

Termination Date: Click to Check Box and provide Last Date Worked or Last Date Expected to Work (Click the dropdown to choose the date). Details of the termination should be provided under # 4 of the Part Time Employee Justification & Details Section.

Change: Click to Check Box if making changes to an existing role (Example: Increasing Hours or Changing Departments). Details of the change should be provided under # 4 of the Part Time Employee Justification & Details Section. **An 1126 is NOT NEEDED if an employee is DECREASING HOURS.

ID Number: Type the Banner ID # of the employee to be hired/rehired/termed. If you do not know the ID # you can look it up in Banner by entering the social security number of the individual. Banner will automatically convert the social security # to the Banner ID # if the individual is/was a student or is/has worked for SCCC. If the person is entirely new to the system they will not have an ID # and this field should be left blank. Payroll will fill in the ID# on the final approved 1126.

Last Name: Type the Last Name of the employee.

First Name: Type the First Name of the employee.

Middle Initial: Type the Middle Initial of employee.

Campus Location: Click the drop down to choose the employee's Campus Location.

Title: Click the drop down to choose the employee's Title.

Name of Grant: If using Grant funds, type the name of the Grant.

Banner Org/Account Number: This is the budget information that will be used to pay the employee. This information needs to be supplied by your department. Payroll cannot provide this information.

Scheduled Work Period: Click the drop down to choose the Start and End Dates.

- The Start Date **MUST** be the beginning date of a Pay Period (use Pay Schedule as reference). Please complete the 1126 no later than 3 weeks PRIOR to the start date. If an approved 1126 is not received by the start date listed, the start date will be adjusted by payroll once the fully approved 1126 is received.

***If the 1126 is for a New Hire, the Payroll Office must also receive the completed pay packet prior to the start date.*

- The End Date should be the end of the semester according to the pay schedule.

Scheduled Hrs Per Week: Type the number of hours your department has decided the employee will be working. Please keep in mind there are a maximum number of hours a part time employee may work per week depending on their title.

Pay Rate: This field will automatically populate in accordance with the selected title.

Total Hours: Multiply the number of scheduled hours per week by the number of weeks the employee is expected to work.

Total Dollars: This field will auto calculate based on the total hours and pay rate.

Department: Type the name of the employee's department.

Supervisor: Type the name of the individual who will be approving the Web Time Entry Hours.

***If someone other than the Supervisor or Originator of the 1126 should be included on the approved 1126 confirmation email you may also type either name in this section.*

(Example: Supervisor Name/Additional Name)

Employee Office Location: Click the drop down to choose the employee's Office Location.

Ext: Type the phone extension that will be assigned to the employee OR the phone extension of the supervisor if the employee will not be assigned to a phone.

Part Time Employee Justification & Details Section

If the 1126 is for a Hire/Rehire/Replacement, please complete Sections 1, 2, and 3 with the information requested. These sections are required and it is the responsibility of the department to answer these questions. Payroll cannot provide this information.

If the 1126 is for a Termination, please complete Section # 4. (Examples: Department is Terminating Employee's Employment & the reason for the termination / Employee Resigned & the reason the employee has resigned) Sections 2 & 3 are not required for the termination.

If the 1126 is for a Change, please complete Section # 4. (Examples: Increases Hours Per Week from 15 to 17 / Employee moving from NAME of DEPT to NAME of DEPT).

Signatures

**** 1126's will not be accepted without all appropriate signatures ****

- *The originator is the creator of the 1126. The originator should complete the document in its entirety and review for accuracy before forwarding for approvals. Failure to forward completed forms will delay the process and the start date of your candidate.*

- **Signature Approval process for 1126's (Hire/Rehire/Change):**

Originator > Department Head/Dean > Assoc. Dean/Vice President > Assoc. Dean for Sponsored Programs (IF applicable), VP Institutional Advancement (IF applicable) > Campus Business Office > Campus Executive Dean's Office > VP of Business & Financial Affairs > Human Resources

- **Signature Approval process for 1126's (Termination):**

Originator > Department Head/Dean > Assoc. Dean/Vice President > Assoc. Dean for Sponsored Programs (IF applicable), VP Institutional Advancement (IF applicable) > Campus Business Office > Campus Executive Dean's Office

- **Signature Approval process for 1126's with a Central Budget (Hire/Rehire/Change):**

Originator > Department Head/Dean > Assoc. Dean/Vice President > Assoc. Dean for Sponsored Programs (IF applicable), VP Institutional Advancement (IF applicable) > VP of Business & Financial Affairs > Human Resources

- **Signature Approval process for 1126's with a Central Budget (Termination):**

Originator > Department Head/Dean > Assoc. Dean/Vice President > Assoc. Dean for Sponsored Programs (IF applicable), VP Institutional Advancement (IF applicable)

Additional Information

*The Payroll Office will send a confirmation email to the supervisor and the 1126 originator when the approved 1126 is received from Human Resources. **Supervisors may not permit the employee to start working without this confirmation.***