Full-time Faculty

Master's Required

2022-2023

New Hire Packet

Welcome to Peralta Community College District!

The Peralta Community College District (PCCD) is a collaborative community of colleges comprised of Berkeley City College, College of Alameda, and Laney and Merritt colleges in the East Bay.

The Peralta Colleges provide a dynamic multicultural learning environment offering accessible, high-quality educational programs and services, including two-year degrees, certificates, and university transfer programs.

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New Academic Employee FAQs

Email and Access

Employee ID Number

HR will email you your employee ID number within two (2) business days after your HR appointment.

Email Access

Please contact helpdesk@peralta.edu after you receive your employee ID number and include your name, campus location, and employee ID number for help with your email and online access.

ID Badge

Please bring the completed form to the Security Office to get an employee ID Badge. Hours: Monday - Friday 8:30am-4:30pm. Location: 333 East Eighth Street Oakland, CA 94606

Assignment Information/Work Schedule

Start Date/Assignment Information/Work Schedule

Please contact your department Dean or Chair for information pertaining to your assignment start date, work schedule and workload.

Payroll

Update W4

Please visit the Peralta Payroll Department website for the W-4 form, complete it, and email it to your appropriate HR/payroll representative.

Sign up for Direct Deposit

Please visit the Peralta Payroll Department website for the direct deposit form, attach a voided check, and email it to your appropriate HR/payroll representative.

Mail Paycheck (non-direct deposit option)

Employees who chose not to enroll into direct deposit, your paychecks will be mailed to your address on file. Please ensure your address on file is the most updated.

Paycheck Questions

Contact the Payroll department for any payroll/paycheck related questions.

HR information

Contact HR

Please visit the HR directory to find the appropriate contact that support your particular campus.

Update Personal Information

Last Updated: 8/2022

New Academic Employee FAQs

Log in to Human Capital Management and Campus Solutions and go to the Employee Self Service section to update your personal information OR visit this link to complete the form.

Benefit Options

Contact the Benefits office by phone at (510) 466-7229 or by email at

benefits@peralta.edu within 30 days after your hire date for more information about benefits options.

Retirement Options – CalSTRS

Contact CalSTRS by phone at (800) 228-5453 or use their contact form if you have questions related to the CalSTRS retirement options. You can also view the CalSTRS Member Publications section for guides on the retirement plans. Please visit their website for their contact information.

Salary Scale Information

You can visit the Salary Information page in the Human Resources site to find the most updated salary scales.

Salary Placement for New Faculty

Click here for a list of acceptable documents that count towards salary placement. Salary placement details will be discussed during the HR appointment.

Campus/Department

Contact your department dean or chair for information on the items listed below:

- Parking permit
- Directory for campus contacts (who to contact at the campus and for what)
- Contact person for assignment information/schedule
- Keys
- Access to class roster
- Copy machine code
- Ordering materials for classes
- Submitting grade roster
- Access to Canvas
- Campus mailbox
- Any assignment/campus questions you might have

Master's Required Salary Placement – FT Faculty

Salary placement is based on education and work experience. Employees should submit all transcripts by the deadline to meet the minimum qualifications, and keep their teaching status at Peralta active. Work experience is optional for master's required disciplines.

Columns:

Column advancement is based on semester units taken after the completion of your BA/BS. Quarter units will be converted to semester units. For example, if your master's program was around 30 semester units, then you will be placed on column A. If your master's program was 62 units, you will be placed on column C.

A = less than 45	B = 45 units	C = 60 units	D = 75 units	E = 90 units or more

During initial salary placement, employees can submit <u>any units taken</u> after the completion of their BA. Any units count as undergraduate, graduate, professional, extension courses, etc.

Steps:

Step movement is based on the work verification letters that an employee submits. Work verification is optional but can help place an employee in a higher hourly rate. Every step counts as one full-time year equivalent of work submitted, which means that employees can only move a whole steps (no half steps).

The minimum starting step placement for new hire full-time faculty is step 7 and the maximum is step 10. <u>Any work submitted beyond step 10 will not place a new hire faculty beyond step 10.</u>

Step 7 = 6 years FTE
Step 8 = 7 years FTE
Step 9 = 8 years FTE
Step 10 = 9 years FTE

All work verification must be submitted by the 90 day deadline, and must be directly related to the employee's role at Peralta.

Employees receive a check on the last business day of the month.

The **extra service hourly rate** applies to extra assignments completed beyond the base academic year workload.

The column placement of the extra service rate will match the column placement of the faculty's regular salary placement.

Column Movement after Initial Placement (after the 90 day deadline):

- Employees can advance to a different column after the 90 day deadline by submitting official sealed transcripts of graduate level courses, or
- By going through an approval process for undergraduate level courses and then submitting official sealed transcripts

Graduate level courses: No requirements are necessary other than submitting official transcripts to the PCCD Human Resources Office. Employees should submit their official transcripts within the first four weeks of the fall or spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

Undergraduate level courses: Employees should make a list of courses that they wish to take and fill out the Faculty Request Courses for Salary Advancement sheet with that information. The request should be submitted to HR and will go through an approval process. You can contact the HR Office by email for more details.

A maximum of 20 undergraduate units can be counted towards salary advancement after the initial salary placement.

Employees should submit their official transcripts within the first four weeks of the fall semester or spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

To make salary adjustments, HR will verify the courses in the official transcript with the approved list of courses. Undergraduate courses that are not approved will not be counted.

Step Movement after Initial Placement:

Full-time faculty who complete at least an average of 75% workload during the academic year will move to the next step. The academic year starts in the fall semester and ends in the spring semester.

Step movement for full-time faculty is processed every fall.

If you are hired as a full-time faculty in the spring semester, you will not be eligible to move to the next step on the fall after your hire date, because the average workload completed to move is 75% during the academic year.

Full-Time Faculty:
Meeting Minimum Qualifications and Salary Placement

Upon hire, all new hire full-time faculty are defaulted to column **A**, step **7** in salary placement. New hires are given a 90-day deadline from their initial hire date to submit official transcript(s) and employment verification(s) to HR. This information is utilized to verify minimum qualifications and to determine salary placement.

New hires are responsible for submitting these documents to HR in a timely manner. If a new hire submits these documents before or by their 90-day deadline, their final salary placement will be retroactive to their hire date. Though there is a 90-day deadline, <u>it is strongly recommended these documents be submitted as soon as possible.</u>

Once your documents are received and reviewed by HR, you will receive an email with your final salary placement, and it will be updated in the system. If there is a salary difference, payroll will process a retro paycheck for you for any salary difference between initial default salary placement column **A,** step **7** and your final salary placement.

Please note faculty payments are processed once a month. If there are any changes to an employee's salary placement, this change may not take effect until the next pay period – depending on the payroll department processing deadlines.

Important Reminder: Official transcript(s) and employment verification(s) new hires submit are utilized to verify minimum qualifications and to determine salary placement. If HR does not receive these documents by the 90-day deadline, new hires will be deemed not meeting minimum qualifications and will not be eligible to teach the following semester.

		COLUMNS				
		A	B	C	D	E
STEPS	1	48,758	52,508	56,247	60,059	63,806
	2	51,719	55,466	59,290	63,024	66,774
	3	54,763	58,506	62,248	65,923	69,712
	4	57,730	61,479	65,222	69,081	72,665
	5	60,704	64,444	68,265	71,906	75,539
	6	63,738	67,489	71,151	74,788	78,426
	7	66,714	70,392	74,034	77,672	81,389
	8	69,638	73,282	76,983	80,622	84,272
	9	72,592	76,223	79,864	83,520	87,140
	10	75,470	79,114	82,750	86,401	90,105
	11	78,406	82,051	85,655	89,358	92,994
	12	81,344	84,987	88,577	92,239	95,880
	13	84,281	87,924	91,503	95,096	98,805
	14	87,217	90,860	94,440	98,092	101,730
	15	90,153	93,798	97,376	101,018	104,654
	16	93,091	96,734	100,313	103,940	107,581
	17	96,028	99,671	103,250	106,877	110,505
	18	98,964	102,607	106,187	109,814	113,441
	19	101,901	105,545	109,123	112,750	116,379
	20	104,837	108,481	112,060	115,687	119,315
	21	107,775	111,418	114,996	118,623	122,252
	22	110,711	114,354	117,934	121,561	125,188
	23	113,648	117,291	120,870	124,497	128,125
	24	116,584	120,228	123,807	127,434	131,062
	25	119,522	123,165	126,743	130,370	133,999

Peralta Community College District
Peralta Federation of Teachers
Full-time Faculty Annual Salary Schedule
Effective January 1, 2023

Board Approved: September 27, 2022
(rates are rounded to whole dollars)

By default, a full-time contract faculty is 10-month academic salaried employee.
Monthly rate is annual rate / 12.
Payment will be distributed once a month (last business day of the month) between August and May.
June payment will be the difference between annual rate less total paid year-to-date.
No payment will be issued in July.

Peralta Community College District Peralta Federation of Teachers Extra Service Salary Schedule (FT Faculty) Effective January 1, 2023					
Column	A	B	C	D	E
Amount	72.34	76.30	80.29	84.21	88.24

Acceptable Documents for Salary Placement and Meeting Minimum Qualifications
(initial 90-day deadline)

TRANSCRIPTS

Employees must submit official transcripts to meet the minimum qualifications and/or for salary placement purposes.

HARD COPY - TRANSCRIPTS

Transcripts are official if they are in a sealed envelope. Employees or the institution may mail them directly to the HR office. Any opened transcripts **are not** considered official and will not be accepted.

E-TRANSCRIPTS

E-transcripts are official if the official website or the institution emailed them directly to HR. E-transcripts emailed from the employee **is not** considered official and will not be accepted.

EMPLOYMENT VERIFICATION

Employment verification must be directly related to the employee's role at Peralta. They must be submitted by the 90-day deadline to meet minimum qualifications and to count towards salary placement. Please see sample letter template.

Acceptable documents for employment verification:

- Employment verification letters from previous or current employer(s)
- Employment verification letters from an employer that is no longer in business
    - Anyone can write an employment verification letter, but it must be in the company's original letterhead OR
    - Employees can retrieve employment verification from a third party company (e.g. The Work Number)
- Employment verification letters for non-paid/intern/volunteer work
- Tax Forms:
    - Self-employment (includes private tutoring): Schedule C
    - Schedule K
    - Form 100S, 100-ES, or 1120S are acceptable <u>as long as</u> we are able to verify the business information.

FOREIGN DEGREE – GENERAL EVALUATION

Employees must submit a foreign degree evaluated by a US qualified agency to meet minimum qualifications. Translation documents of a foreign degree **do not** count as official evaluations of a foreign degree.

Evaluations are official if they are in a sealed envelope. Any opened evaluation or PDF sent by the employee **is not** considered official and will not be accepted.

FOREIGN DEGREE – COURSE-BY-COURSE EVALUATION

Employees have the option to submit a course-by-course evaluation with units of their foreign degree. A course-by-course evaluation is optional, but may help with salary placement at a higher column.

Last updated: 3/2020

<p align="center">**SAMPLE LETTER TEMPLATE**</p>

This template is to be used as a guide for your previous employer(s) when they write your employment verification letter, this is **not** a form to be filled in.

Below is a list of required information that must be included in each letter. If any of the required information is missing, you will need to contact your previous employer(s) for revisions prior to submitting it to the Human Resources Office.

Required Information:
1. The letter must be written on the employer's letterhead, which bears the employer's name, address, and phone number.
2. Employee's title (work must be directly related to Peralta assignment)
3. Dates worked
4. Full Time or Part Time
    a. If part-time, indicate full-time equivalent load for part-time employment (e.g. 50% of full-time or 0.50 FTE)

<p align="center">GENERIC COMPANY
A B C</p>
<p align="center">Generic Company
123 ABC Street, Oakland CA 94606</p>

To whom it may concern,

This will verify that (NAME) is/was employed as (JOB TITLE) beginning (MONTH, DAY, YEAR) and ending (MONTH, DAY, YEAR) on a (FULL-TIME/PART-TIME) basis. (If part-time, their employment consisted of (percent %) of full-time).

<p align="right">(Signature)</p>
<p align="right">(Title)</p>
<p align="right">(Firm)</p>
<p align="right">(Date)</p>

2022-2023 PCCD Holiday Schedule

Date of Observance	Day of the Week	Holiday
July 4, 2022	Monday	Independence Day
September 5, 2022	Monday	Labor Day
November 11, 2022	Friday	Veterans' Day
November 24, 2022	Thursday	Thanksgiving Day
November 25, 2022	Friday	Day after Thanksgiving
December 23, 2022	Friday	In lieu of Christmas Eve, Saturday, December 24
December 26, 2022	Monday	In lieu of Christmas Day, Sunday, December 25
December 27, 2022	Tuesday	Holiday Closure #1
December 28, 2022	Wednesday	Holiday Closure #2
December 29, 2022	Thursday	Holiday Closure #3
December 30, 2022	Friday	In lieu of New Year's Eve, Saturday, December 31
January 2, 2023	Monday	In lieu of New Year's Day, Sunday, January 1
January 16, 2023	Monday	Dr. Martin Luther King, Jr. Day
February 17, 2023	Friday	Lincoln's Birthday Day
February 20, 2023	Monday	President's Birthday
March 31, 2023	Friday	César Chávez Day
May 19, 2023	Friday	Malcolm X Birthday
May 29, 2023	Monday	Memorial Day
June 19, 2023	Monday	Juneteenth

Any inaccuracies/typos are subject to change

Spring Break 2023 (No instruction): March 27, 2023 - April 2, 2023
Approved by the Board on January 11, 2022

Peralta Community College District
2022-2023   ACADEMIC CALENDAR

July

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	HO	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	6W	22	23
24	25	26	27	GD	29	30
31						

7/4 Independence Day (Observance)
7/21 6 wk Summer 2022 Class Schedule ends

August

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	DN	9	10	11	12	13
14	15	16	17	DF	CF	20
21	FD	23	24	25	26	S
LA	29	30	31			

8/18-19 Prof. Days- No Instruction

September

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	*CRD/ HO/LP/ R/WO	6	7	8	GO	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9/5 Labor Day Holiday

October

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	P	15
16	17	18	CF	20	21	22
23	24	25	26	27	28	29
30	31					

10/19 Prof. Day- No Instruction

November

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	SCN	4	5
6	7	8	9	10	HO	12
13	14	15	16	17	WW	19
20	21	22	23	HO	HO	HC
HC	28	29	30			

11/11 Veterans' Day Holiday.
11/24-25 Thanksgiving Recess-No Instruction
11/26, 27 Saturday Sunday-No Instruction

December

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
FX	FX	FX	FX	FX	FX	FX/LS
18	19	20	21	22	HO	HC
HC	HO	HC	HC	HC	HO	HC

12/23 Christmas Eve (Observance in lieu of Saturday), 12/26 Christmas Day (Observance in lieu of sunday) Holiday
12/27-29 Holiday Closure, 12/30 new year's Eve (Observance in lieu of Saturday) 12/31 holiday closure

Key:

CRD = Census Roster Due online from Faculty
CF = College Flex (Prof.) Day
DF = District Flex (Prof.) Day
DN=Drop no payment: 2 wk before term start
FD = First Day of M-F Regular Session Classes
FX = Final Exams
GD = Grade Rosters/Rollbooks Due
GO= Grading Option,Last day to file Pass/no Pass
HO = Holiday
HC = Holiday Closure
L = Last Day of Semester
6W = 6 wk Summer Session Begins/Ends
LS = Last Saturday of Classes
LA = Last Day to Add Regular session classes without a permission or add card
LP= Last day to Add regular session classes with a permission number or Add card
P = Last Day to Petition for Degree
R = Last Day to Drop w/a Refund
S = Saturday Instruction Begins
SB = Spring Recess
WO = Last Day to Drop W/O a "W"
WW = Last Day to Drop w/ a "W"
LP/R/WO= Last Day to Add, Drop w/a Refund, and Drop W/O W
SCN= Second census for noncredit online asynchronous classes

January

Su	Mo	Tu	We	Th	Fr	Sa
HO	HO	3	GD	5	6	7
8	DN	10	11	12	13	14
15	HO	17	18	DF	CF	21
22	FD	24	25	26	27	S/LA
29	30	31				

1/2 New Year's Day (Observance) No Instruction.
1/16 Martin Luther King, Jr. Holiday.
1/19-20 Prof. Days - No Instruction.

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
*CRD/ LP/R/ WO	6	7	8	9	GO	11
12	13	14	15	16	HO	HC
HC	HO	21	22	23	24	25
26	27	28				

2/17,20 Presidents' Days Holiday Saturday/Sunday - No Instruction.

March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	CF	15	16	17	18
19	20	21	22	23	24	25
26	SB	SB	SB	SB	SB/HO	

3/14 Prof. day- no Instruction.
3/27-31 Spring Recess - No Instruction
3/31 Cesar Chavez Holiday

April

Su	Mo	Tu	We	Th	Fr	Sa
						SB
SB	3	4	5	SCN	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	WW	29
30						

4/1-2 Spring Recess - No Instruction

May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	HO	20
FX	FX	FX	FX	FX	FX	
28	HO	30	31			

5/19 Malcolm X Holiday
5/29 Memorial Day Holiday

June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
GD	5	6	7	8	9	10
11	12	13	14	15	16	17
18	6W	20	21	22	23	24
25	26	27	28	29	30	

6/19 6 wk Summer 2023 Class Schedule begins

Fall Semester 2022
17.5 Weeks: 8/22-12/17/2022: 16 M, 17 T, 16 W, 16 R, 15 F, 16 Sa
80 Instructional days + 3 prof. days + 4 Saturdays (8/27, 9/3,10,17)= 87

Approved: *Siri Brown*   07/22/2021

Siri Brown, VC Academic Affairs

Spring Semester 2023:
17.5 Weeks: 1/23-5/27/2023: 16 M, 16 T, 17W, 17 R, 15 F, and 16 S
81 Instructional days + 3 prof. days + 4 Saturdays (1/28, 2/4,2/11, 5/27)= 88

Approved: *Jennifer Shanoski*   07/22/2021

Jennifer Shanoski, PFT President

How To Add a New Discipline

Full-Time Faculty Only: Faculty Service Area (FSA)

What is a Faculty Service Area (FSA)?

In the Peralta Community College District, minimum qualifications (MQs) are the same for new hires and faculty FSA. FSA is used to record minimum qualifications for a discipline(s) for full-time faculty. FSAs include discipline area(s) in which faculty have seniority rights in the event of a reduction in force. Therefore, information on the FSA form will also be included in the Full-Time Seniority List.

The FSA form is a form that must be completed by the faculty member and their Dean, VP or President of their campus department. It is the faculty member's responsibility to submit proof of meeting minimum qualifications (e.g. official transcripts) of the discipline(s) listed on the FSA form.

Whom does the FSA form apply to?

The FSA form only applies to full-time faculty. FSA form does **not** apply to part-time faculty.

Where can I find the FSA form?

Please visit this link or the Peralta HR website (https://web.peralta.edu/hr/) –> HR Documents & Forms -> Faculty Service Area Agreement Form to download the FSA form.

Current full-time faculty must complete the following steps to update their FSA:

1) Please contact the appropriate college administrator (Dean, VP, or President) of your campus.
2) A new FSA form must be completed and signed by faculty member and the appropriate college administrator.
3) By signing the form, the college administrator is acknowledging that they have reviewed supporting documentation and is confirming that the faculty member meets minimum qualifications (MQs) for the newly listed discipline(s).
4) The campus should submit the completed form directly to the appropriate HR Generalist for your campus.
5) HR will contact the faculty member to collect required documentation for HR records if they are not included with the FSA form or not previously submitted to the HR office.
6) HR will add the new discipline(s) to the faculty member's discipline list in the HR system once HR receives all required documentation and completed FSA form. The updated FSA will also be included in the FT Seniority List.

Current Part-Time Faculty

Current part-time faculty must complete the following steps to add a new discipline(s) to their list:

1) A college administrator (Dean/VP) should review supporting documents and confirm that the faculty member meets minimum qualifications (MQs) in the new discipline(s).
2) The campus is required to submit a new eFORM – PTFacultyNewDiscipline with new assignment associated to the new discipline.
3) HR will contact the faculty member to collect required documentation that were not previously submitted, once the eFORM is with the District HR office.
4) HR will add the new discipline(s) to the faculty member's discipline list in the HR system once all required documentation is submitted to HR.

https://www.peralta.edu/hr

Peralta Community
College District

Apply & Enroll   About   Safe Peralta   Build Peralta   Foundation   Directory

STUDENTS ˅   FACULTY & STAFF ˅   COMMUNITY & DISTRICT ˅

The Human Resources Staff is primarily working remotely. Please send all communications, including employment verification requests, via email.

Click Contact Us for a list of staff email contact information. And please allow 3-5 business days for responses to employment verification requests.

Apply for Jobs

Apply for classified or academic positions.

Job Descriptions

Job descriptions for Management, Confidential, Local 39, and Local 1021.

Salary Information

Salary schedules for all Peralta employee positions.

FAQs

Find answers to frequently asked questions.

Forms and documents

Forms: Live Scan, Resignation, Reclassification, etc.

Leaves

Forms for requesting a medical leave of absence and LARs.

Resignation & Retirement

Information about the resignation and retirement process.

Update Information

Information on how to make changes to your address, name, phone number, and email.

ePAF Guides

ePAF training guide and samples.

Procedures

Management Hiring, HR Operating Procedures, Classification and Re-classification studies, and Employment Verification.

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View training materials and handouts from previous HR, Employee Relations, and Benefits training sessions.

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Find the most current holiday and academic calendars.

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Collective Bargaining Agreements

The purpose of the Collective Bargaining Agreements with the Peralta Community College District is to mutually establish the terms and conditions of employment and the rights of the parties to these agreements.

PERALTA COLLECTIVE BARGAINING AGREEMENTS

Peralta Federation of Teachers Contracts:

- Peralta Federation of Teachers Contract 2016 – 2019
- Peralta Federation of Teachers Appendix 2016 – 2019

PFT Contract Related Documents

- Stipends for Faculty serving on Faculty Hiring Committees
- Tentative Agreement Between PCCD and PFT
- Tentative Agreement with PFT March 2012
- Faculty Evaluation Policies and Procedures Handbook – revised July 2017

SEIU Local 1021 Contracts

- SEIU Local 1021 – PCCD 2015-2018 Contract
- SEIU Local 1021 – PCCD 2011-2012 Contract
- SEIU Local 1021 Hourly Contract

SEIU Local 1021 Contract Related Documents

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1. Go to the website for 9.2 Human Capital Management

   https://hcm.peralta.edu

2. Enter User ID and Password
   (typically the same as network login ID, first initial of first name followed by full last name)

3. Click on the dropdown arrow ▼ from top of the PeopleSoft page and choose the "Employee Self Service" option to view "Employee Self Service" Home page with the **tiles** as shown below.

4. Then, click on "Payroll" tile to view Paycheck and W2 PDF files.

_____

4.1 Click on "Paycheck" tile to view list of paychecks.

4.2 List of paychecks will appear as shown below.

_____

4.3 Click on the far right arrow to view paycheck PDF of your choice.

4.4 PDF copy of your paycheck will appear as shown below.

4.5 To view Self Service W-2 PDF, click W-2/W-2C Forms tile as shown below.
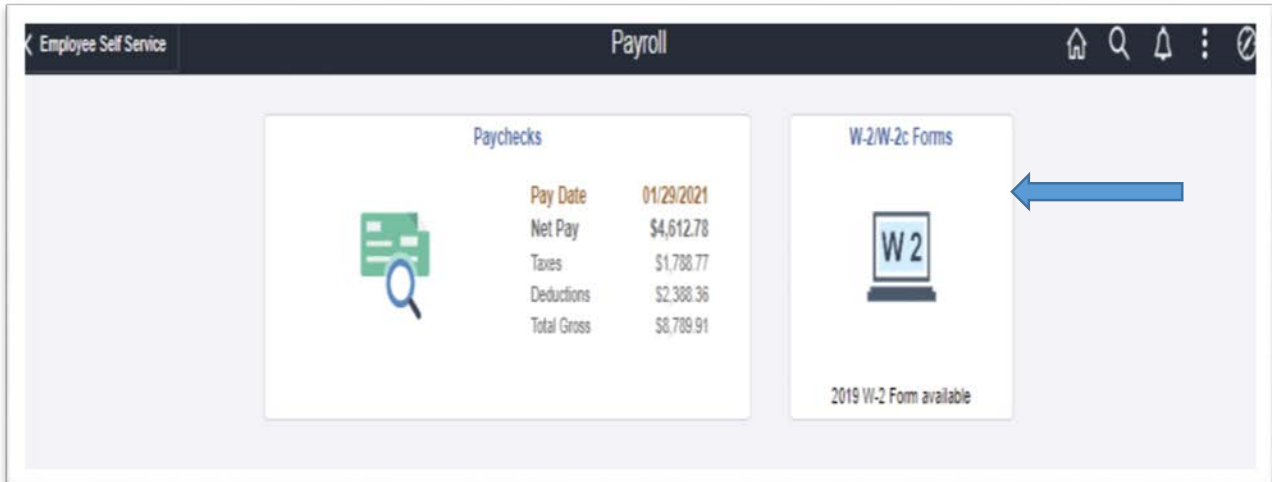
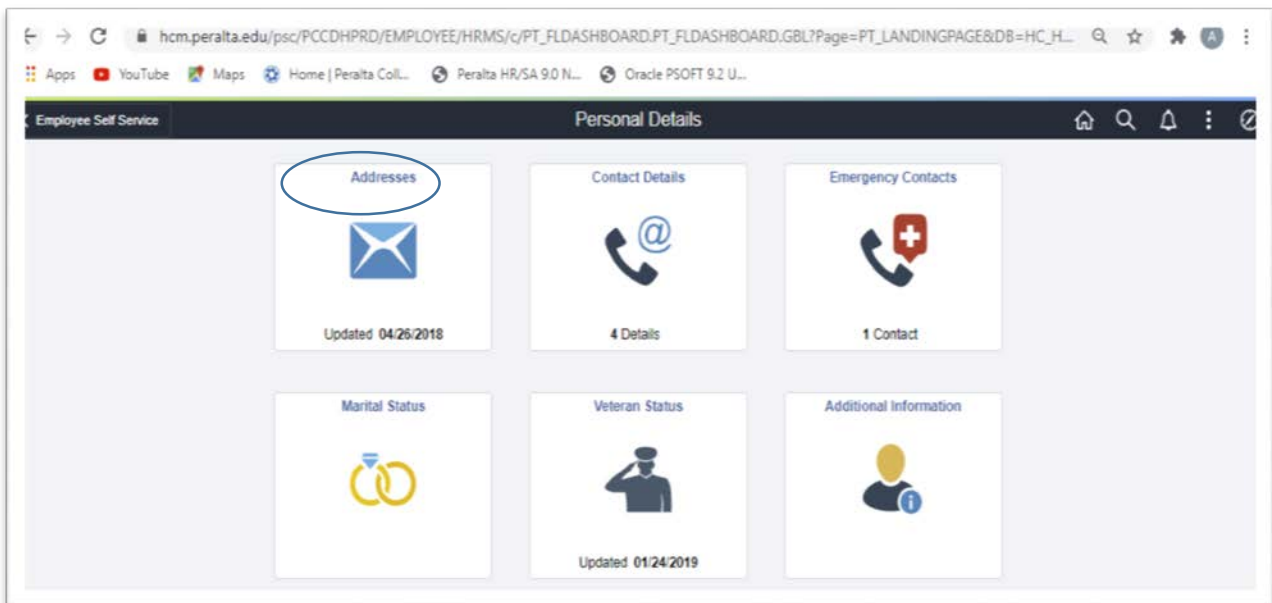4.6 Click "View Form" link as shown below to view W-2 PDF.

_____
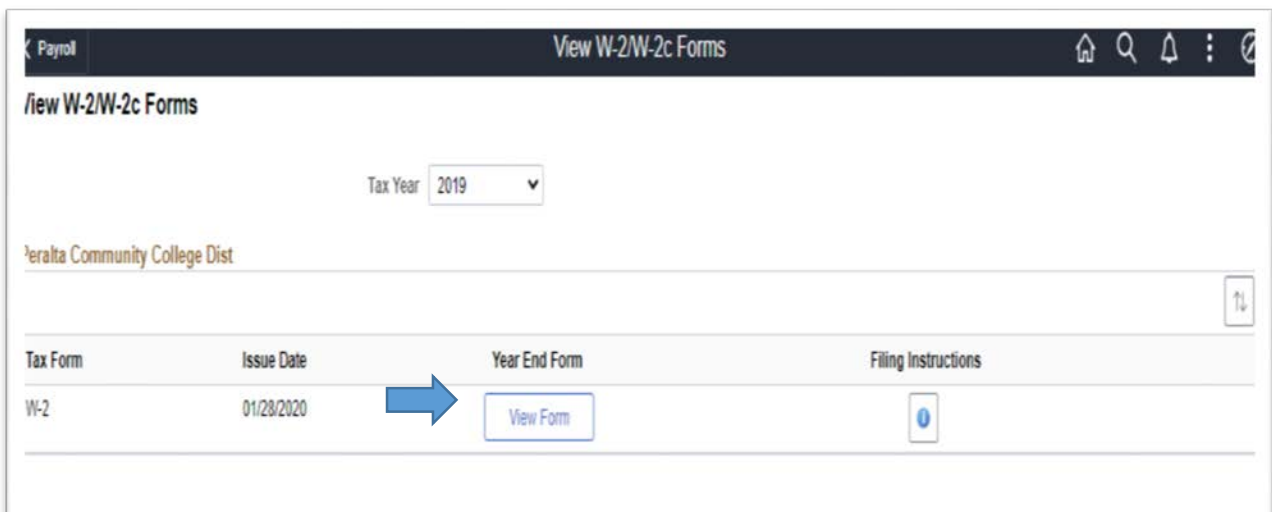
5.1 Click on "Personal Details" tile to view Personal details like Addresses and Contact details.
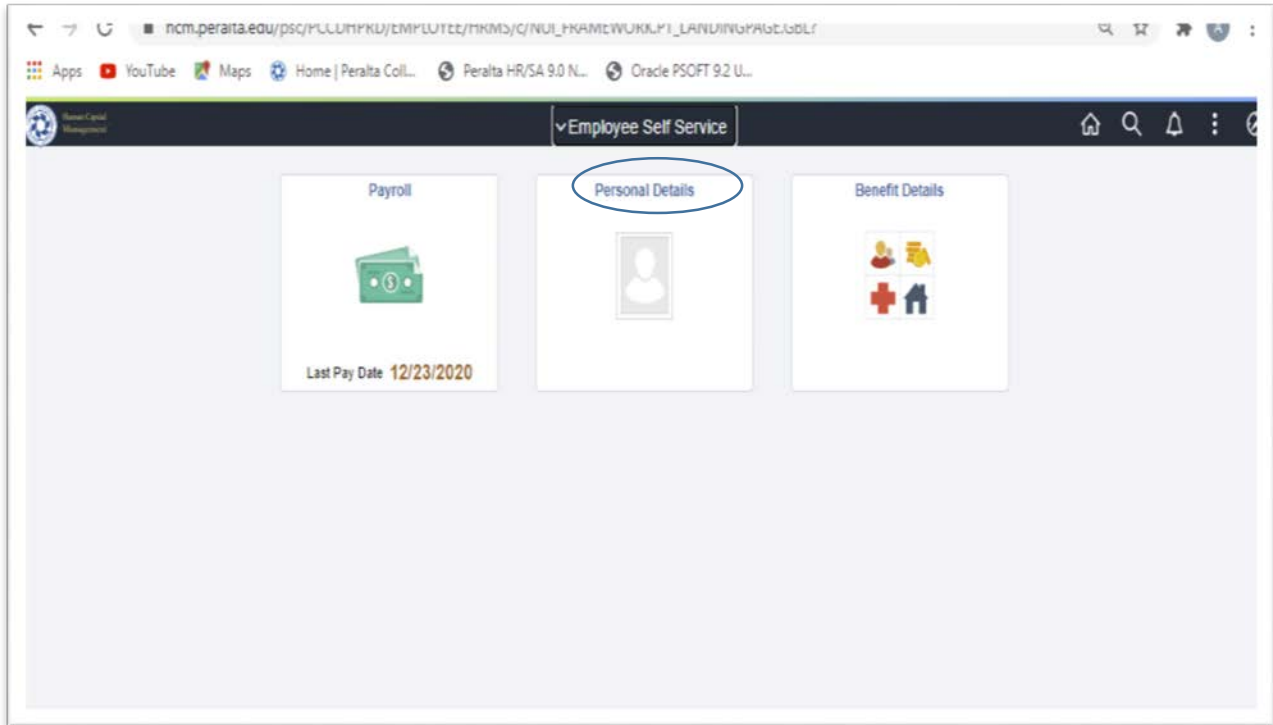
5.2 Click on "Personal Details" tile to view Personal details like Addresses and Contact details.

6.1 Click on "Benefit Details" tile to view Benefit details.
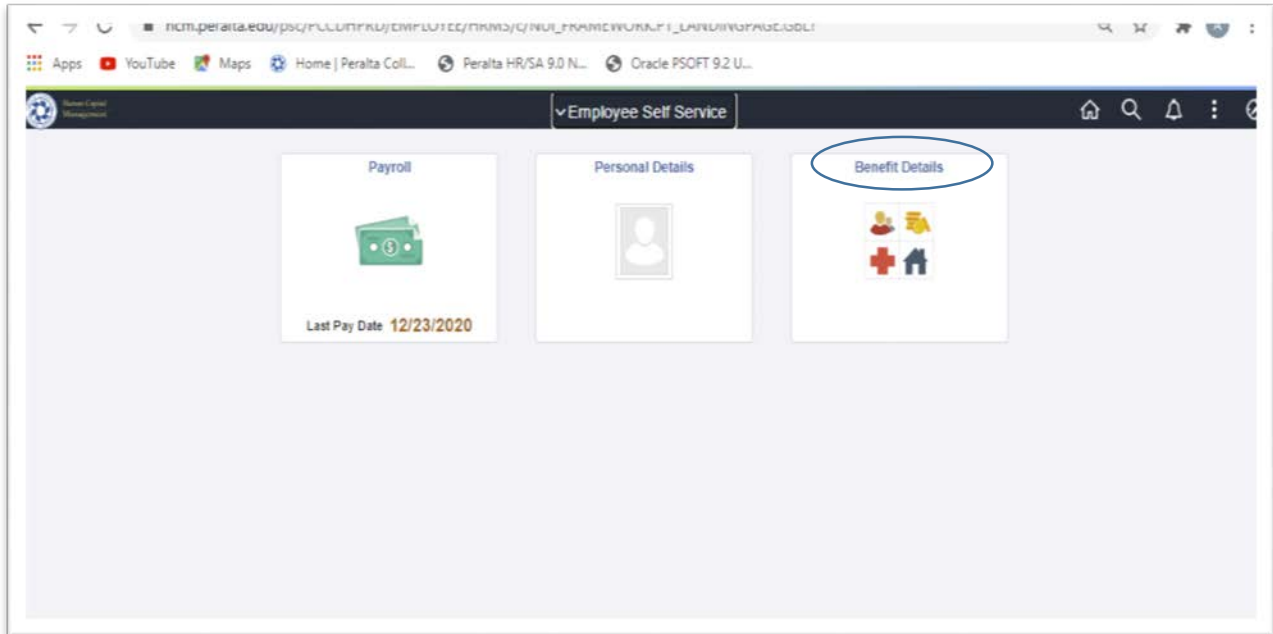
6.2 Click on "Benefit Details" tile to view Benefits Summary.

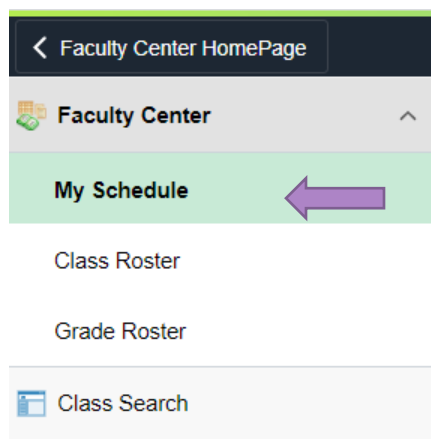# How to View Pay Details for Term Assignment

Log into **Campus Solution (CS)** https://sa.peralta.edu to view **Pay Detail** . Select **Faculty Center Home Page** to open **Faculty Center** tile.
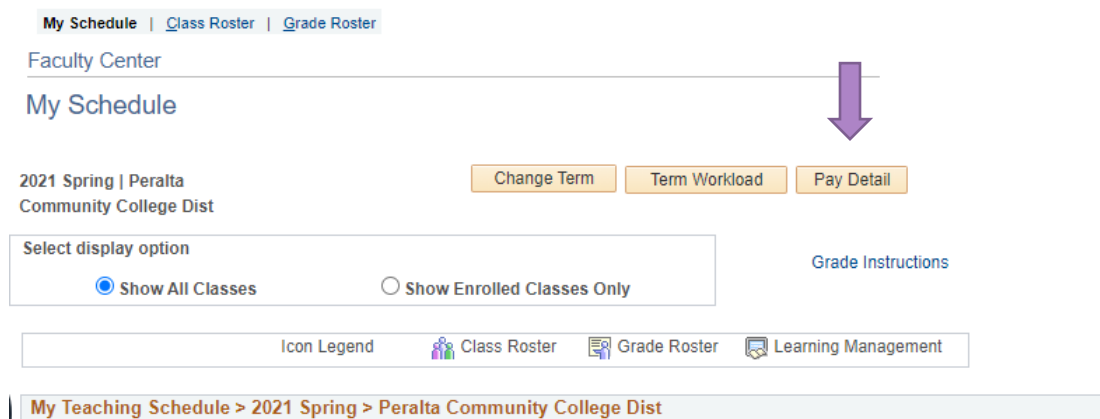
*(System will default to **Campus Solutions Administrator**. You will need to select drop down arrow and select **Faculty Center Home Page**)*
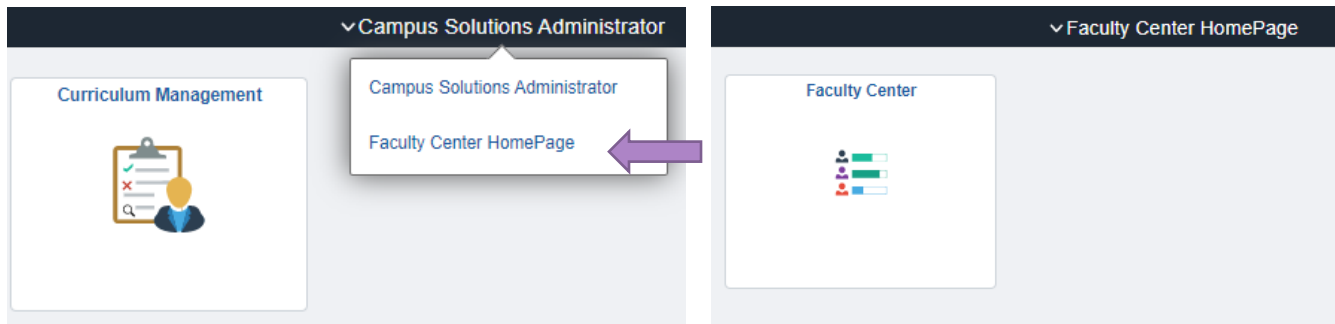
1. Open the **Faculty Center** tile, then select **My Schedule**

2. Then **Faculty Center** with **My Schedule** will open where you can select **Pay Detail**

How to View Pay Details for Term Assignment

3. **Term Assignment Pay Detail** will open.
   a. To view other classes, click the forwarding arrow to see other pages or
   b. To view all, click **View All**
   c. If you want to know how Pay is calculated, click **How is Pay Calculated** link

	Term Assignment Pay Detail

< Faculty Center

Term Assignment Pay Detail   How is Pay Calculated

Empl ID: ▮   Term   1213   Name ▮

Details   Q | I◀ ◀ 1 of 3 ▾ ▶ ▶I | View All

Class Information

Class Nbr: ▮	Section: L1	Subject ESOL	Catalog Nbr 261A

Assignment Information

Start Date	06/14/2021	Total no of Payments	1	Assignment Type	ELC
End Date	07/22/2021	Pay Periods Past	1	Combination Code	501555-13513493086-000000
Cancel Date		Pay Periods Future	0	Campus	

▼ **Total Term Payment**

Weekly Workload Hours	4.00	Hourly Rate	▮	Combined Class Count	3
Weekly Equated Hours	4.000	Load Factor	1.000	Total Term Payment	▮

▼ **Payment Due and Over/Under Payments**

Normal Monthly Payment	▮	Total should have been paid To Date	1778.860	Total Actually Paid To Date	1778.860
Total Remaining payment forTerm	0.000	Under Payment this Term	0.000	Under Payment Prior Term	0.000
Total Over Payment	0.000	Offset to over pmt this month	0.000	Uncollected Over Payment Carried Forward	0.000
Payment due this month	0.000	Referred for Collection Amount	0.000		

	I◀ ◀ 1-1 of 1 ▾ ▶ ▶I

	Pay Group	MONTH	Est / Act	Earnings Code	Amount
1	EXS	Jul	A	PES	▮

*If you still need assistance, please call Peralta Helpdesk (510) 587-7800 or email at helpdesk@peralta.edu

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July 30, 2021

Dear Peralta Community,

Our campuses have been officially closed (with some exceptions) since March 2020 in order to help prevent the spread of COVID-19. While we are excited about the prospect of opening the campuses for in-person instruction and vibrant campus activities, caution and diligence are still needed to help keep our community safe and healthy.

As I mentioned at the June 22nd Board of Trustees meeting, we are taking a phased approach to our return to campus. The health and safety of students and employees has been and remains our top priority. The Board of Trustees has endorsed the following policy:

Peralta Community College District Board Policy
COVID-19 Vaccination Requirement

> Policy Statement:
> As a condition of employment all existing and new Peralta Community College District (PCCD) faculty, classified employees, administrators, hourly employees (short-term temporary employees), contract employees, and student employees (henceforth referred to as "employee groups"), must provide proof of "full" COVID-19 vaccination (as defined by the U.S. Center for Disease Control) or submit a request for exception on medical, disability, religious grounds, or a deferral based on pregnancy. In addition, all non-COVID-19 vaccinated employee groups will be required to wear N95 Masks at all times while on PCCD controlled property; and must be tested weekly for COVID-19.
>
> Effective August 2, 2021

Historical Perspective
Since the California economy reopened on June 15th the cases of COVID in Alameda County have increased dramatically. On July 9, an announcement was sent on behalf of the Alameda County Public Health Department to warn about the spread of COVID, including the highly contagious Delta variant.

On July 26th, Governor Newsom announced that all state workers and workers in health care and high-risk congregate settings will be required to either show proof of full vaccination or be tested at least once per week. The new policy for state workers – which includes employees of the Peralta Community College District – will take effect August 2nd. Alameda County residents who are not yet vaccinated can sign up for the vaccine here.

The campuses were officially closed through July 31 with exceptions for in-person labs, athletics conditioning, and other work activities deemed essential. With the end of the

summer session, we intend to **extend the general campus closure policy to August 22, 2021**. **Between July 31 to August 22**, along with the above exemptions, employees performing tasks that are deemed essential in support of the expanded in-person course offerings scheduled for the fall semester and/or maintenance and security personnel will be allowed on campus.

On August 23, we plan to change the language from "closed with exceptions" to "open with limits" while we safely and deliberately plan for a full return to campuses in January 2022.

"Open with limits" will look very much like "closed with exceptions" with employees and students required to check in before attending class, athletic training, or essential on-campus work. In other words, the campuses will be open but limited to critical staff necessary to provide support services, maintenance and safety personnel, faculty and students that have in-person labs and classes, as well as coaches and athletes participating in athletic activities.

Next Steps
Throughout the Fall semester we will continue to refine our return to campus plans and the systems needed for safe operation like HVAC for air flow, drinking water and plumbing, etc. During the semester, we would like to offer limited in-person student services, but the start of this service is still to be determined while working with key stakeholders. As return to campus plans are solidified, they will be negotiated with each of the collective bargaining units and then communicated to the District community.

In the meantime, I again want to thank all of you for the amazing work you do to help our students succeed.

Visit https://safe.peralta.edu/ for the latest information about the COVID-19 pandemic and Peralta Community College District. This policy as well as the associated administrative procedures can be found there.

Thank you, and stay well,

JANNETT N JACKSON, PhD
Interim Chancellor