



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

Instructions for Retrieving and Submitting Assignment Request Forms (ARFs)

Assignment Request Forms (ARFs) are used to request all non-contract assignments. If applicable, separate ARFs are required for each discipline and/or college. Access to the District portal and e-mail is required to access the ARFs. Paper copies of ARFs are available at the offices of the Vice President of each colleges and at the District Administrative Center Receptionist. All paper forms must be mailed to the Human Resources Department. If you have questions regarding completion of the form please reach us at 805 652 5530 or via email at hrtech@vccd.edu

Timeline

ARFs for the following year are posted to the VCCCD Portal during the second week of the fall and spring semesters. ARFs for summer assignments are posted during the second week of the fall semester for the following year. They are due to the Human Resources Department by the sixth week of the semester.

- Spring 2024 ARF will be available on **Wednesday, January 18, 2023.**
- The Deadline for submitting the Spring 2024 ARF is **Friday, February 17, 2023.**

There are three ways to submit an ARF:

Method 1: Via the District Dashboard (Preferred)

To Access the Assignment Request Form via the District Portal - Online

1. Type the internet address (URL): <http://my.vccd.edu> and login to the district dashboard.
2. When you arrive to the district portal, go to the "Tools" area and expand on "Employee Self Service", then select Employee Services. .
3. Under "Employee Services" select "Forms and Surveys."
4. Under the "Available Forms & Surveys" heading, select the VCCCD Assignment Request Form for the appropriate semester.

How to Complete and Submit the ARF Online

1. Select one college location: click in one of the circles (this is a required entry).
2. Select a discipline from the drop-down list.
3. Type the assignments you currently have, with the hours per week for each. (These are free-text fields up to 75 characters.)
4. Load Level: Click in one of the circles to increase, maintain or reduce your assignments/hours. (This is a required entry.)
5. Teaching Preferences: Type the Course Number and Course Title, or non-classroom assignments for





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- each assignment preferred. (These are free-text fields; you may type up to 75 characters.)
6. Preferred Times: Using the drop-down list for each work hour and day, select when you are available (A) to work and when you prefer (P) to work. If you are not available during certain times/days, leave the field blank.
 7. Once you have completed the ARF, click the “Submit ARF” button at the bottom of the form. Your completed form will be electronically date-stamped and will: 1) go to the District Human Resources Department; and 2) remain in your my.vcccd.edu log-in under the Completed Forms & Surveys heading. (Please Note: Electronic submissions do not require your signature.)

Method 2: Email Attachment

To Access the Word version of the ARF Online

1. Login to the MyVCCCD portal, URL: <http://my.vcccd.edu> .
2. When you arrive to the MyVCCCD dashboard, in the left hand menu click **Procedures and Forms** then select **HR Tools**.
3. Scroll to “**Category: 040 Part-Time Assignments**”. Then go to “Sub-Category : Assignment Request Form (ARF)”.
4. Select the appropriate semester Form

To Submit the Assignment Request Form (ARF)

1. Enter your employee ID number in the identified field. (*Your employee ID number may be found on your paycheck, or at the top right hand corner of the VCCCD portal when you login*)
2. Complete the ARF form thoroughly.
3. Save the ARF form to your computer as “Your name” followed by “ARFA18” for Fall or “ARFSU18” for Summer .
4. Complete, save and submit ARF form electronically as an e-mail attachment to: arf@vcccd.edu.
Please Note: Electronic submissions do not require your signature. Return receipt of this e-mail will serve as proof of submission.

Method 3: Hard Copy via Regular US Postal mail

- Print, complete and sign the form from HR Tools as explained in Method 2 above and
- Mail the completed form to the Human Resources Department, Ventura County Community College District, 761 E. Daily Dr., Suite 200, Camarillo, California 93010.

