

Deadlines/Notifications for Non-compliance

30 Days - Status update to **Administrative Support**

45 Days – Status update to Administrative Support and **Division Chair**

60 Days – Status update to Administrative Support and Division Chair & **Dean**

90 Days – Status update to Administrative Support and Division Chair, Dean, & **Vice President**

Send Official Transcripts (hard copies) To:

Estrella Mountain Community College
Attn: Human Resources
3000 N. Dysart Road
Avondale, AZ 85392

Send Electronic Official Transcripts To:

DL-EMC-HUMANRESOURCES@ESTRELLAMOUNTAIN.EDU

Email Accounts: Contact your Division Secretary for email set-up.

ID/Cardkey: The *EMCC Key/Card Key Request Form* must be completed and signed by the Division Chair and taken to Public Safety.

IT Helpdesk: For assistance with email/Blackboard and all other information technology issues, please call 623.935.8999.

Payroll Info: Visit <http://www.maricopa.edu/employees/divisions/hr/> for payroll calendars; salary rates and other items regarding your paycheck.