

# HUMAN RESOURCES NEW HIRES INFORMATION

## Congratulations & Welcome to Foothill - De Anza Community College District!

You've joined a creative, diverse, energizing community uniting more than 1,065 full-time faculty and staff and 33,266 students. We know that the start of this new employment adventure is filled with excitement, a wealth of information, and many questions. The information below is provided to help and support you in your new role.

### Before Your First Day:

- Expect an e-mail from Human Resources to set-up your on-boarding/orientation
- Review your Benefits options
- Parking Permit and Fingerprinting at Police Station. To set up your LiveScan fingerprinting appointment please call or email **Joe Mauss** at **(650) 949-7513** or **maussjoe@fhda.edu**. Please note as of March 2021, fingerprinting is only being done at the Foothill College substation.
- TB Test. See instructions [here](#)

### First Day:

- Complete I-9 Form with Human Resources

## Perks of a District Employee:

As a Foothill - De Anza Community College District employee you are eligible for discounts. Below are some of the discounts and perks that will save you money on both essential and recreational expenses:

- [Apple](#)
- [Cell Phone Discount Plan](#)
- [CollegeBuys](#)
- [Commuter Benefit](#)
- [Dell](#)

## Additional Information:

- [New Hire On-boarding Forms](#)
- [New Hire Benefit Orientation Information](#)
- [New Employee Technology Help](#)
- [Payroll Department \(Direct Deposit/403B/457\)](#)
- [Foothill Campus Map](#)
- [De Anza Campus Map](#)

**Foothill-De Anza Community College District**  
12345 El Monte Road  
Los Altos Hills, CA 94022  
[District Phone & Contacts Directory](#)

**Departments**  
[BUSINESS SERVICES](#)  
[CHANCELLOR'S OFFICE](#)  
[FACILITIES](#)  
[FOUNDATION](#)  
[HUMAN RESOURCES](#)  
[POLICE](#)  
[PURCHASING](#)  
[RESEARCH](#)  
[TECHNOLOGY](#)

**Our Colleges**  
[FOOTHILL COLLEGE](#)  
[DE ANZA COLLEGE](#)  
[ACADEMIC CALENDAR](#)  
LAST UPDATED 3/18/21