

## Acceptable Documents for Salary Placement (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 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 as long as we are able to verify the business information.

### FOREIGN DEGREE – GENERAL EVALUATION

Employees with a foreign degree 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 included of their foreign degree. A course-by-course evaluation is optional, but may help with salary placement at a higher column.