Greetings, CCLA PCs!

I've received clearance from HR for those of you that have filled out your grant-funded student employment forms to start working, so we will be open for business starting on Monday, 8/30! If you haven't filled out the form yet, you will need to do so before you can work.

To schedule your hours, please use the following [Google Sheet](https://docs.google.com/spreadsheets/d/1Steeh7Oyme2WyPm29jswUpCA2gp0xj-7F6LGatLnbbQ/edit?usp=sharing). There are two scheduling slots for each hour, so a maximum of two PCs can be on duty in any given hour. Prioritize filling the hours between 7:00 p.m. and 11:00 p.m. first, and then fill in as your schedule allows. We will try scheduling on a first-come, first-served basis and see how that works.

Once your name is in a slot on the schedule, you're expected to fill that shift. If you cannot make it, you are responsible for finding another PC to work for you.

Clock in and out using the Communications building Kronos terminal, which I believe is next to the entrance doors that are nearest the music wing. When you clock in, make sure you choose the right cost center - 26/RSCH-/CYBR/1.

When you go to your shift, you should have a computer, paper, and a writing utensil. Remember the guidelines we talked about for interacting with clients -- never type for them, etc. If you are the first person in that day, collect the sign from behind the circulation desk and put it on the table where you'll be working. If you are the last person for the day, return the sign to behind the circulation desk so the next day's PC can find it.

As you interact with clients, track [students here](https://docs.google.com/spreadsheets/d/1WauDFHOt07pktInUWyZViYnVgA_SiGiKAEu6kP4u1Wc/edit?usp=sharing) and [faculty / staff here](https://docs.google.com/spreadsheets/d/1T88FNP5W_HxvpEl1GUCwiKTxi5N4oAaSA6TmTWsyfKw/edit?usp=sharing).

I'll send out a campus-wide email on Monday to advertise our hours and location.

I will occasionally swing by to check on how things are going, and after the semester settles in a bit I plan to schedule some afternoon slots myself.

Thanks, and please let me know if you have any questions!

Mark