Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID #	Last Name	First	Middle Initial	Telephone
@	Henceroth, Mallori			

Address | City | State | Zip

Part I: Check *all* that apply

Classification:
- ○ Administrative/Professional Staff
- ◉ Faculty
- ○ Support Staff

○ Temporary ◉ Full-Time
◉ Regular ○ Part-Time

- ☑ New Employee
- ☐ Extension
- ☐ Salary Adjustment
- ☐ Separation (date:_____)
- ☐ Other (explain)

Part II: Assignment/Accounting Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

CURRENT Division/Unit:

Job Vacancy No.: (if applicable)

Job Title/Position:

Specialized Area:

Budgeted Position? ○ Yes ○ No

Funded in which FY?

Budget Number:

Position No. (NBAPOSN):

Compensation: $

○ Annual ○ Hourly ○ Other (explain)

Sched _____ Grade _____ Step _____

Hourly Rate: (Part-time only)
$ _____ per hr x _____ hrs/wk x _____ wks =
$ _____ per year

Start Date:

End Date:

○ At-will-employee ○ Per contract

If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
○ 9 months ○ 10 ½ months ○ 12 months ○ Other (specify)

PROPOSED Division/Unit:
Academic Instruction / Social and Behavioral Science

Job Vacancy No.: (if applicable)
2606 F 035

Job Title/Position:
Instructor of Psychology

Specialized Area:
Psychology

Budgeted Position? ◉ Yes ○ No

Name of Replaced Employee: Kelly Eldridge

Funded in which FY? FY27

Budget Number: 1110-14704-6091-100

Position No. (NBAPOSN): PSY002

Compensation: $ 52,030

◉ Annual ○ Hourly ○ Other (explain)

Sched T1 Grade MAS Step n/a

Hourly Rate: (Part-time only)
$ n/a per hr x n/a hrs/wk x n/a wks =
$ n/a per year

Start Date: 01/06/2027

☐ At-will-employee ◉ Per contract

If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:
◉ 9 months ○ 10 ½ months ○ 12 months ○ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head — Date
Jodie Burton
Digitally signed by Jodie Burton
Date: 2026.10.19 13:59:28 -05'00'

Approved by Dean — Date

Approved by Division Chair — Date
Amanda Shelton
Digitally signed by Amanda Shelton
Date: 2026.10.19 12:42:21 -05'00'

Approved by Vice President — Date
Pam Millsap
Digitally signed by Pam Millsap
Date: 2026.10.19 16:56:50 -05'00'

Approved by Cabinet Level Supervisor — Date

Reviewed by Human Resources — Date
Rachel Johnson 10/21/26

Budget Approval — Date
10-20-26

Approved by President — Date
10/21/26

Reg. 821 HR Requisition Number F 2610 0058

Revised May 29, 2014