

**Personnel Action Form**  
 Human Resources

Banner ID #	Last Name Kollmann, Tina	First	Middle Initial	Telephone
Address 1		City		State Zip

**Part I: Check all that apply**

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Change in title/assignment</b>
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time		

**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.

<b>CURRENT</b> Division/Unit: Planning & IE	Job Vacancy No.: (if applicable) <b>1408 S 072</b>
Job Title/Position: Testing Technician	Specialized Area: Testing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? <b>FY20</b>
Budget Number: <b>1210-14104-6101-501</b>	Position No. (NBAPOSN): <b>TC3001</b>
Compensation: \$ <b>30,250</b>	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 10/13/14	End Date: N/A
Sched <u>0</u> Grade <u>11</u> Step <u>5</u>	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
If temporary, anticipated termination date: N/A	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

<b>PROPOSED</b> Division/Unit: Planning & IE	Job Vacancy No.: (if applicable) <b>2002 A 003</b>
Job Title/Position: Temporary Coordinator of Testing Services	Specialized Area: Testing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: <b>Chris Ramsey</b>
Funded in which FY? <b>FY20</b>	Position No. (NBAPOSN): <b>CRD15T</b>
Budget Number: <b>1610-14104-6093-501</b>	
Compensation: \$ <b>62,736</b>	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: <b>02/24/20</b>	End Date: N/A
Sched <u>AA</u> Grade <u>1</u> Step <u>10</u>	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
If temporary, anticipated termination date: <b>04/30/20</b>	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Amanda Allen</b> <small>Digitally signed by Amanda Allen          DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US          Date: 2020.02.20 12:25:32 -0600</small>	Date Approved by Dean Date
Approved by Division Chair Date	Approved by Vice President <b>Amanda Allen</b> <small>Digitally signed by Amanda Allen          DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US          Date: 2020.02.20 12:25:32 -0600</small>
Approved by Cabinet Level Supervisor Date	Reviewed by Human Resources Date
Budget Approval <b>B. Kocian</b> Date: <b>02/24/2020</b>	Approved by President <b>Judy J. Jones</b> Date: <b>02/24/2020</b> <b>Steve D. Meeks</b> 2-25-20