



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Garcia, Veronica	First	Middle Initial	Telephone
Address		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 checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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.

CURRENT Division/Unit: Title V HSI STEM Grant		Job Vacancy No.: (if applicable) 1210 A 034	
Job Title/Position: Title V HSI STEM Success Coach		Specialized Area: Title V HSI STEM	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY16	
Budget Number: 21169-6039-6127-400		Position No. (NBAPOSN): GNC008	
Compensation: \$ 51,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched GNT Grade 1 Step 3	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 09/01/15	End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/16
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)			

PROPOSED Division/Unit: Title V HSI STEM Grant		Job Vacancy No.: (if applicable) 1210 A 034	
Job Title/Position: Title V HSI STEM Success Coach		Specialized Area: Title V HSI STEM	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A	Funded in which FY? FY17	
Budget Number: 21169-6039-6127-400		Position No. (NBAPOSN): GNC008	
Compensation: \$ 51,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched GNT Grade 1 Step 3	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 09/01/16		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 09/30/16
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 Jessica Falcon	Date	Approved by Dean	Date
Approved by Division Chair Marybelle Perez	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date

DR