

Banner ID #	Last Name Hoang	First Tam	Middle Initial G	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 checked="" type="radio"/> Regular	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain) Change in title/assignment
<input type="radio"/> Full-Time <input checked="" 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: Technology	Job Vacancy No.: (if applicable)
Job Title/Position: Part Time System Administrator	Specialized Area: Information Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Budget Number: 1110.1311.6094.6089	Position No. (NBAPOSN): PTAT99
Compensation: \$ 34.01	<input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>N/A</u> Grade _____ Step _____	Hourly Rate: (Part-time only) \$ <u>34.01</u> per hr x <u>19</u> hrs/wk x <u>22</u> wks = \$ <u>14,216.18</u> per year
Start Date: 4/1/2019	End Date: N/A
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: 8/31/19
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) 22 weeks	

PROPOSED Division/Unit: Technology	Job Vacancy No.: (if applicable) 1907 A 017
Job Title/Position: System Administrator	Specialized Area:
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Kathy Nguyen
Budget Number: 1110.13032.6093.6081	Funded in which FY? FY19
Compensation: \$ 70,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>AA</u> Grade <u>13</u> Step <u>10</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 8/5/19	End Date:
<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	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 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	
Explanation of Action:	

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Bryan Chuc	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Pam Youngblood	Date
Approved by Cabinet Level Supervisor Pam Youngblood	Date	Reviewed by Human Resources <i>[Signature]</i> 7-30-19	Date
Budget Approval <i>[Signature]</i>	Date 7/30/19	Approved by President <i>[Signature]</i> 7-30-19	Date

