



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name Anwarzad, Basira	First	Middle Initial	Telephone 7
Address 6907 Dell Vista Drive, Richmond, TX 77469		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 checked="" type="checkbox"/> New Employee <input 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:	Job Vacancy No.: (if applicable)
Job Title/Position:	Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: \$	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:
	<input type="radio"/> At-will-employee <input type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Enrollment Management & Registrar	Job Vacancy No.: (if applicable) 2508 A 031
Job Title/Position: Financial Aid Advisor	Specialized Area: Financial Aid
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1210-13024-6093-501	Funded in which FY? FY26
Compensation: \$ 53,861	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched A Grade 15 Step 7	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 01/12/26	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
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 Priscilla Salas Digitally signed by Priscilla Salas Date: 2025.11.10 09:59:33 -06'00'	Date	Approved by Dean Jerry Martinez Digitally signed by Jerry Martinez Date: 2025.11.11 09:36:22 -06'00'	Date
Approved by Division Chair	Date	Approved by Vice President David A. Byrd, Ph.D. Digitally signed by David A. Byrd, Ph.D. Date: 2025.11.11 10:21:20 -06'00'	Date
Approved by Cabinet Level Supervisor David A. Byrd, Ph.D. Digitally signed by David A. Byrd, Ph.D. Date: 2025.11.11 10:21:06 -06'00'	Date	Reviewed by Human Resources	Date
Budget Approval <i>[Signature]</i>	Date 11.18.25	Approved by President <i>[Signature]</i>	Date 11/19/25