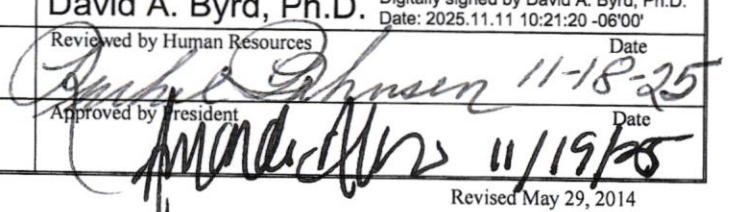
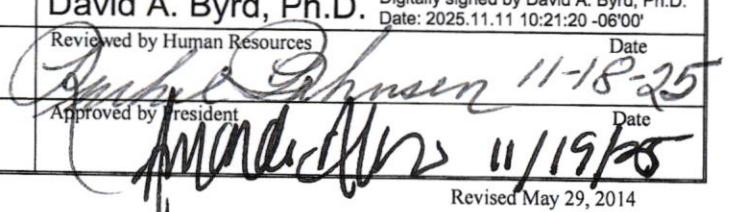


**Personnel Action Form**

Human Resources

Banner ID # @	Last Name Anwarzad, Basira	First	Middle Initial	Telephone 7
Address 6907 Dell Vista Drive, Richmond, TX 77469		City		State Zip
<b>Part I: Check all that apply</b>				
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"/> Full-Time <input type="radio"/> Regular <input type="radio"/> Part-Time		<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		
<b>Part II: Assignment/Accounting</b> 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:				Job Vacancy No.: (if applicable)
Job Title/Position:				Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input checked="" 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 checked="" type="checkbox"/> At-will-employee <input type="checkbox"/> Per contract	If temporary, anticipated termination date:	
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) _____				
<b>PROPOSED</b> 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			Funded in which FY? FY26
Budget Number: 1210-13024-6093-501				Position No. (NBAPOSN): FAA003
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="checkbox"/> At-will-employee <input 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 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify) _____				
Explanation of Action:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head <b>Priscilla Salas</b>		Date Digitally signed by Priscilla Salas Date: 2025.11.10 09:59:33 -06'00'	Approved by Dean <b>Jerry Martinez</b>	Date Digitally signed by Jerry Martinez Date: 2025.11.11 09:36:22 -06'00'
Approved by Division Chair		Date	Approved by Vice President <b>David A. Byrd, Ph.D.</b>	Date Digitally signed by David A. Byrd, Ph.D. Date: 2025.11.11 10:21:20 -06'00'
Approved by Cabinet Level Supervisor <b>David A. Byrd, Ph.D.</b>		Date Digitally signed by David A. Byrd, Ph.D. Date: 2025.11.11 10:21:06 -06'00'	Reviewed by Human Resources  11-18-25	Date
Budget Approval <i>Curred</i>		Date 11-18-25	Approved by President  11-19-25	Date