



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # _____		Last Name Martinez, Jerry R.		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 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 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: _____					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 checked="" type="radio"/> At-will-employee <input type="radio"/> 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) _____						
PROPOSED Division/Unit: _____					Job Vacancy No.: (if applicable) _____	
Planning and Institutional Effectiveness					2111 A 037	
Job Title/Position: _____					Specialized Area: _____	
Dean of Enrollment Management & Registrar					Enrollment Management	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: Terry Barnes			Funded in which FY? FY22	
Budget Number: 1110-1310-6093-500					Position No. (NBAPOSN): DEA012	
Compensation: \$ 93,402		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) _____	Sched 0 Grade 15 Step 35	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year		
Start Date: 04/04/22				<input checked="" type="radio"/> At-will-employee <input type="radio"/> 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 checked="" type="radio"/> 12 months <input type="radio"/> Other (specify) _____						
Explanation of Action: _____						
Part III: Position/Budget Authorization						
Recommended by Supervisor/Department Head _____			Date _____	Approved by Dean _____		
Approved by Division Chair _____			Date _____	Approved by Vice President _____		
Approved by Cabinet Level Supervisor _____			Date _____	Reviewed by Human Resources _____		
Budget Approval _____			Date 02/28/2022	Approved by President _____		