



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Garcia, Jessica E.	First 	Middle Initial 	Telephone 9
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"/> Full-Time <input checked="" 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: _____)		
<input type="checkbox"/> Other (explain)				
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 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit:			Job Vacancy No.: (if applicable)	
Administrative Services / Financial & Business Services			2311 A 025	
Job Title/Position:			Specialized Area:	
Financial Accountant			Business Office	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: n/a			Funded in which FY? FY24	
Budget Number: 1110-13022-6093-6002			Position No. (NBAPOSN): ACT003	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
\$ 64,737				
Start Date: 02/21/24		<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 ½ 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		Approved by Dean		
Gus Wessels Digitally signed by Gus Wessels Date: 2024.02.07 11:20:45 -06'00'		Gus Wessels Digitally signed by Gus Wessels Date: 2024.02.07 11:20:54 -06'00'		
Approved by Division Chair		Approved by Vice President		
		B. Okocian 02/08/2024		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources		
Gus Wessels Digitally signed by Gus Wessels Date: 2024.02.07 11:21:07 -06'00'		02/08/2024 2/8/2024		
Budget Approval		Approved by President		
B. Okocian 02/08/2024		2-9-24		