

Personnel Action Form

Human Resources

Banner ID # @	Last Name Kadri, Ayesha	First	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification: <input 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 type="radio"/> At-will-employee <input checked="" 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: Counseling and Academic Advising	Job Vacancy No.: (if applicable) 2006 F 023
Job Title/Position: Counselor	Specialized Area: Counseling
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Beverley Marks
Budget Number: 1210-14101-6093-503	Funded in which FY? FY21
Budget Number: 1210-14101-6093-503	Position No. (NBAPOSN): COU002
Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) \$ 62,067	Sched F _____ Grade 1 _____ Step 2 _____ Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 10/05/20	<input checked="" 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 checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	
Explanation of Action:	

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Susan Denman-Briones <small>Digitally signed by Susan Denman-Briones DN: cn=Susan Denman-Briones, o=WCJC, ou=Director of Academic Advising and Counseling, email=sdenman@wcjc.edu, c=US Date: 2020.09.14 15:00:05 -0500</small>	Date: _____ Approved by Dean Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcpherson@wcjc.edu, c=US Date: 2020.09.14 12:26:58 -0500</small>
Approved by Division Chair	Approved by Vice President <i>Liz Ann Collins TC</i> 9-15-20
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>Greg J Jones</i> 9-23-2020
Budget Approval <i>B. Okocian</i>	Approved by President <i>Greg J Jones</i> 9-23-20

Revised May 29, 2014
 RECEIVED
 Vice President of Instruction
 Date: 9/15/20 Initial: TC