



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID # - @	Last Name Khan, Irshad Kamal	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="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> 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.

<b>CURRENT</b> 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:

☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

<b>PROPOSED</b> Division/Unit: Social & Behavioral Sciences	Job Vacancy No.: (if applicable) 2207 F 039
Job Title/Position: Instructor of Economics	Specialized Area: Economics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Hanife Topal
Funded in which FY? FY23	
Budget Number: 1110-14802-6091-100=60%; 1210-14802-6091-100=40%	Position No. (NBAPOSN): ECO001
Compensation: \$ 28,775	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched F Grade 07 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 01/09/23	<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:

☒ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

Explanation of Action:

(\$57,550 for 9 Month Annually; Spring 2023 = \$28,775)

### Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Elizabeth A. Rexford Digitally signed by Elizabeth A. Rexford Date: 2022.10.26 08:17:41 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair Amanda Shelton Digitally signed by Amanda Shelton Date: 2022.10.26 08:22:33 -05'00'	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2022.10.26 09:51:17 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. Skocian 10/26/2022	Date	Approved by President 10/27/2022	Date