

Banner ID # @	Last Name Wu, Xuan	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input checked="" type="radio"/> Full-Time <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)
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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 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 1/4 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Math and Physical Sciences	Job Vacancy No.: (if applicable) 1805 F 035
Job Title/Position: Temporary Full Time Instructor of Physics	Specialized Area: Physics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Ramiro Acevedo
Funded in which FY? FY18	Position No. (NBAPOSN): PHS02T
Budget Number: 1610-14307-6091-100	
Compensation: \$ 53,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 7 Step 4 Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/20/18	End Date:
<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	
If temporary, anticipated termination date: 05/31/19	
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/4 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

Part III: Position/Budget Authorization			
Recommended by Supervisor/Department Head <i>Shary...</i>	Date 5/2/18	Approved by Dean	Date
Approved by Division Chair Kelley Whitley	Date	Approved by Vice President <i>JLC</i>	Date 5-4-18
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Jeff...</i>	Date 5-14-18
Budget Approval <i>B. Kocia</i>	Date 5/14/18	Approved by President <i>Buddy...</i>	Date 5-14-18