



Wharton County Junior College

Personnel Action Form

Human Resources

| | | | | |
|------------------|---------------------------|----------------|----------------|-----------|
| Banner ID # @ | Last Name Dogan-Ciftci | First Elife | 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 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.

| | | | |
|---|---|--|--|
| 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:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)

| | | | |
|--|--|--|--|
| PROPOSED Division/Unit: | | Job Vacancy No.: (if applicable) | |
| Math, Readiness, and Justice | | 1706 F 035 | |
| Job Title/Position: | | Specialized Area: | |
| Temporary Full Time Instructor of Math | | Math | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee: Ben Brink | Funded in which FY? FY17 | |
| Budget Number: 1610-14305-6091-100 | | Position No. (NBAPOSN): MAT01T | |
| Compensation: | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched FAC Grade 7 Step 6 | Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| Start Date: 08/21/17 | | <input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: 05/31/18 |

Position is funded for the following number of months/weeks:
☒ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

| | | | |
|---|------|-----------------------------|------|
| Recommended by Supervisor/Department Head | Date | Approved by Dean | Date |
| Jennifer Mauch | | | |
| Approved by Division Chair | Date | Approved by Vice President | Date |
| G.G. Hunt | | | |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources | Date |
| | | | |
| Budget Approval | Date | Approved by President | Date |
| | | | |