



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Manna, Angela	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in title/assignment
<input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<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: Planning and IE	Job Vacancy No.: (if applicable) 2103 S 016
Job Title/Position: Admissions and Registration Specialist	Specialized Area: Admissions and Registration
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1110-1310-6101-500	Position No. (NBAPOSN): SPC025
Compensation: \$ 35,825	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched P Grade 15 Step 4	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 04/01/21	End Date: <input checked="" type="radio"/> At-will-employee Per contract
	If temporary, anticipated termination date: n/a

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

PROPOSED Division/Unit: Planning and IE	Job Vacancy No.: (if applicable) 2111 A 039
Job Title/Position: Admissions Officer	Specialized Area: Admissions and Registration
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-1310-6093-500	Funded in which FY? FY22
Compensation: \$ 44,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched A Grade 10 Step 6	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 12/01/21	<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 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
Approved by Division Chair	Date	Approved by Vice President Amanda Allen	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. P. Kocian	Date 12/7/2021	Approved by President Betty G. McCrek	Date 12-8-21

Digitally signed by Amanda Allen
DN: cn=Amanda Allen, ou=WCJC, ou=Planning and IE, email=aallen@wcjc.edu,
c=US
Date: 2021.12.03 12:28:02 -0800