

**Personnel Action Form**  
 Human Resources

Banner ID # @	Last Name Guerra	First Shayna	Middle Initial E	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 type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> 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: TRIO Student Support Services Grant	Job Vacancy No.: (if applicable) 1901 A 003
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Job Title/Position: TRIO SSS Advisor/Coordinator	Specialized Area: TRIO Grant
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Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY20
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Budget Number: 21174-6055-6113-400	Position No. (NBAPOSN): GNC12T
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Compensation: \$ 59,406	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>01</u> Step <u>09</u>	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year
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Start Date:	End Date: 08/31/20	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 08/31/20
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Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

<b>PROPOSED</b> Division/Unit: TRIO Student Support Services Grant	Job Vacancy No.: (if applicable) 1901 A 003
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Job Title/Position: TRIO SSS Success Advisor/Coordinator	Specialized Area: TRIO Grant
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Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee:	Funded in which FY? FY21
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Budget Number: 21175-6055-6186-400	Position No. (NBAPOSN): GNC12T
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Compensation: \$ 59,406	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>01</u> Step <u>09</u>	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year
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Start Date: 09/01/20	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 08/31/2021
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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 <b>Jessica Falcon</b> <small>Digitally signed by Jessica Falcon DN: cn=Jessica Falcon, o=Project Director, ou=TRIO SSS Grant, email=jfalcon@wcjc.edu, c=US Date: 2020.07.20 16:44:52 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair <i>Maryjelle P. Albrecht</i>	Dir. of Grants Date 8-31-20	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy J. Jones</i>	Date 9-15-2020
Budget Approval <i>B. P. Tocasin</i>	Date 9/15/2020	Approved by President <i>Betty Maloney</i>	Date 9-15-20