

Banner ID # _____	Last Name Trinh, Duy	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 type="radio"/> Regular	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time	<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)  <b>Change in status from part time to full time.</b>
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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.

<b>CURRENT</b> Division/Unit: Technology	Job Vacancy No.: (if applicable) 2007 S 039
Job Title/Position: Part Time Junior Banner System Administrator	Specialized Area: Database & Application Services
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY20
Budget Number: 1110-1311-6094-6089	Position No. (NBAPOSN): PTTTS99
Compensation: \$ 20.00	<input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 08/17/20	End Date: n/a
<input type="radio"/> At-will-employee <input type="radio"/> Per contract	Hourly Rate: (Part-time only) \$ 20.00 per hr x 19.5 hrs/wk x 52 wks = \$ 20,280 per year
If temporary, anticipated termination date: 08/31/20	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) 2 weeks	

<b>PROPOSED</b> Division/Unit: Technology	Job Vacancy No.: (if applicable) 2008 A 009
Job Title/Position: Banner System Administrator	Specialized Area: Database & Application Services
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-1311-6093-6089	Position No. (NBAPOSN): ITO02T
Compensation: \$ 70,069	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/01/20	Sched AA Grade 12 Step 10
<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
If temporary, anticipated termination date: 08/31/21	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Bryan Chuc</b> <small>Digitally signed by Bryan Chuc          DN: cn=Bryan Chuc, o=Wharton County Junior College, ou=Information Technology,          email=bryanch@wcjc.edu, c=US          Date: 2020.08.27 11:43:45 -0500</small>	Date _____ Approved by Dean _____ Date _____
Approved by Division Chair _____ Date _____	Approved by Vice President <b>Pam Youngblood</b> <small>Digitally signed by Pam Youngblood          DN: cn=Pam Youngblood, o=Wharton County Junior College, ou=Vice President of          Technology, email=pamy@wcjc.edu, c=US          Date: 2020.08.27 12:03:58 -0500</small>
Approved by Cabinet Level Supervisor <b>Pam Youngblood</b> <small>Digitally signed by Pam Youngblood          DN: cn=Pam Youngblood, o=Wharton County Junior College, ou=Vice President of          Technology, email=pamy@wcjc.edu, c=US          Date: 2020.08.27 12:03:58 -0500</small>	Reviewed by Human Resources <b>Judy J. Jones</b> 8/31/2020 Date _____
Budget Approval <b>B. Okon</b> 08/31/2020 Date _____	Approved by President <b>Stacy L. Melnick</b> 9-1-20 Date _____