

Banner ID #	Last Name Nguyen, Kathy T	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 checked="" type="radio"/> Regular	<input type="radio"/> New Employee <input type="radio"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in title/assignment
<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: Technology	Job Vacancy No.: (if applicable) 1412 S 102
Job Title/Position: Junior Banner System Administrator	Specialized Area: Information Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Budget Number: 1110-1311-6094-6089	Position No. (NBAPOSN): PTTS99
Compensation: \$ 20.00	<input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched N/A Grade _____ Step _____	Hourly Rate: (Part-time only) \$ 20.00 per hr x 9.75 hrs/wk x 52 wks = \$ 10,140 per year
Start Date: 03/04/15 End Date: N/A	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
If temporary, anticipated termination date: 08/31/18	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) 52 weeks

PROPOSED Division/Unit: Technology	Job Vacancy No.: (if applicable) 1807 A 012
Job Title/Position: System Administrator	Specialized Area: Information Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: James Bullock
Funded in which FY? FY19	
Budget Number: 1110-13032-6093-6081	Position No. (NBAPOSN): ITO001
Compensation: \$ 70,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched AA Grade 13 Step 10	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 09/19/18	<input checked="" type="radio"/> At-will-employee <input checked="" 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 Bryan Chuc <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: 2018.08.30 16:11:56 -0500</small>	Date 8-30-2018	Approved by Dean	Date 8-30-2018
Approved by Division Chair	Date	Approved by Vice President <i>Pamela J. Green</i>	Date 8-30-2018
Approved by Cabinet Level Supervisor <i>Pamela J. Green</i>	Date 8-30-2018	Reviewed by Human Resources <i>Judy Jones</i>	Date 09/04/18
Budget Approval <i>B. Okocian</i>	Date 9/4/18	Approved by President <i>Brity Melike</i>	Date 9-4-18