



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID #	Last Name Li, Xiaodong	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="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 reporting structure and 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) n/a
Job Title/Position: Webmaster	Specialized Area: Webmaster
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1110-1305-6093-6088	Position No. (NBAPOSN): WEB001
Compensation: \$ 82,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/09/2002 End Date: n/a	<input 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: 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: Marketing, Communications, and Advancement	Job Vacancy No.: (if applicable) 2111 A 036
Job Title/Position: Webmaster	Specialized Area: Webmaster
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-114-6093-60101	Position No. (NBAPOSN): WEB001
Compensation: \$ 82,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 11/10/21 End Date: n/a	<input 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: 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 <i>[Signature]</i>	Date 11/10/2021	Approved by Dean	Date
Approved by Division Chair <i>[Signature]</i>	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor <i>[Signature]</i>	Date 11/10/2021	Reviewed by Human Resources <i>[Signature]</i>	Date 11/11/21
Budget Approval <i>[Signature]</i>	Date 11/11/2021	Approved by President <i>[Signature]</i>	Date 11-12-21