



**Wharton County
Junior College**

Personnel Action Form

Human Resources

| | | | | |
|------------------|-------------------|---------------|---------------------|-----------|
| Banner ID # @ | Last Name Fira | First Sara | Middle Initial P | 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 checked="" type="radio"/> Temporary <input type="radio"/> Regular | <input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time | <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) Renew temp position |
|--|---|---|---|

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: Instruction | | Job Vacancy No.: (if applicable) N/A | |
| Job Title/Position: GPS Campus Student Success Project Coordinator | | Specialized Area: GPS | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | Funded in which FY? FY17 | |
| Budget Number: 1110.14101.6093.503 | | Position No. (NBAPOSN): CRD18T | |
| Compensation: \$ 54,735 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched AA Grade 1 Step 1 | Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| Start Date: 9/1/16 | End Date: 8/31/17 | <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: 08/31/17 |
| 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) | | | |

| | | | |
|---|--|---|--|
| PROPOSED Division/Unit: Instruction | | Job Vacancy No.: (if applicable) N/A | |
| Job Title/Position: GPS Campus Student Success Project Coordinator | | Specialized Area: GPS | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee: | Funded in which FY? FY18 | |
| Budget Number: 1110.14101.6093.503 | | Position No. (NBAPOSN): CRD18T | |
| Compensation: \$ 54,735 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched aa Grade 1 Step 1 | Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| Start Date: 9/1/17 | | <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: 8/31/18 |
| 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 | Date | Approved by Dean | Date |
| Approved by Division Chair | Date | Approved by Vice President | Date |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources | Date |
| Budget Approval | Date | Approved by President | Date |

B. Kocian 7/24/17
 Judy Jones 07/21/17
 Brad H. Melchior 7-24-17