



# Wharton County Junior College

## Personnel Action Form

Human Resources

Banner ID # @	Last Name Garcia, Jessica E.	First	Middle Initial	Telphone
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 checked="" type="checkbox"/> New Employee <input 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:	Job Vacancy No.: (if applicable)
Job Title/Position:	Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: \$	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date:
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)	

<b>PROPOSED</b> Division/Unit: Administrative Services / Financial & Business Services	Job Vacancy No.: (if applicable) 2304 A 011
Job Title/Position: Accountant	Specialized Area: Business Office
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Lacey Barbre
Budget Number: 1110-13022-6093-6002	Funded in which FY? FY23
Compensation: \$ 48,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched A Grade 11 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 07/24/23	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
If temporary, anticipated termination date: n/a	
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>Gus Wessels</b> Digitally signed by Gus Wessels Date: 2023.06.27 13:50:40 -05'00'	Date	Approved by Dean <b>Gus Wessels</b> Digitally signed by Gus Wessels Date: 2023.06.27 13:50:52 -05'00'	Date
Approved by Division Chair	Date	Approved by Vice President <i>B. D. Kocian</i>	Date 07/10/2023
Approved by Cabinet Level Supervisor <b>Gus Wessels</b> Digitally signed by Gus Wessels Date: 2023.06.27 13:51:04 -05'00'	Date	Reviewed by Human Resources <i>Michael Johnson</i>	Date 07/10/23
Budget Approval <i>B. D. Kocian</i>	Date 07/10/2023	Approved by President <i>Betty McLean</i>	Date 7-10-23