

Banner ID # @	Last Name Gupta, Anika	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)  <b>Change in title/assignment</b>
<input type="radio"/> Full-Time <input checked="" 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: Executive Vice President	Job Vacancy No.: (if applicable) 2009 S 044
Job Title/Position: Part Time Financial Aid Counselor	Specialized Area: Financial Aid
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY25
Budget Number: 1210-13024-6094-501	Position No. (NBAPOSN): PTAF99
Compensation: \$ 25.00	<input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched n/a Grade n/a Step n/a	Hourly Rate: (Part-time only) \$ 25.00 per hr x 19.5 hrs/wk x 49 wks = \$ 23,888 per year
Start Date: 02/22/21	End Date: n/a
<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 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify)	

<b>PROPOSED</b> Division/Unit: Executive Vice President	Job Vacancy No.: (if applicable) 2406 A 023
Job Title/Position: Financial Aid Advisor	Specialized Area: Financial Aid
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1210-13024-6093-501	Position No. (NBAPOSN): FAA001
Compensation: \$ 48,527	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched A Grade 15 Step 1	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/30/24	End Date: n/a
<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: <input type="radio"/> 9 months <input type="radio"/> 10 ½ 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>Priscilla Salas</b> <small>Digitally signed by Priscilla Salas DN: cn=Priscilla Salas, o=Wharton County Junior College, ou=Financial Aid, email=psalas@wcjc.edu, c=US Date: 2024.09.10 12:35:26 -0500</small>	Date	Approved by Dean <b>Jerry Martinez</b> <small>Digitally signed by Jerry Martinez Date: 2024.09.10 15:15:37 -0500</small>	Date
Approved by Division Chair	Date	Approved by Vice President <b>Amanda A. Allen</b> <small>Digitally signed by Amanda A. Allen DN: cn=Amanda A. Allen, o=WCJEMT, email=aalena@wcjc.edu, c=US Date: 2024.09.10 15:51:59 -0500</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 09/11/24
Budget Approval <i>[Signature]</i>	Date 9/11/24	Approved by President <i>[Signature]</i>	Date 9-11-24