

Personnel Action Form

Human Resources

Banner ID #	Last Name Shoppa, Cathe		First		Middle Initial		Telephone
Address					City		State Zip
Part I: Check all that apply							
Classification: Administrative/Professional	- '''			Other (e	Other (explain)		
Taculty	Extension Ch			Chang	nange in title/assignment		
Support Staff Temporary Full-7	Salary Adjustment Separation (date:)						
Regular O Part-1	Separation (date)						
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: Student Services						Job Vacancy No.: (if applicable) N/A	
Job Title/Position: Coordinator of Presidential Scholars Program/Academic Advisor						Specialized Area: Academic Advising/Counseling	
Budgeted Position?						Funded in which FY? FY18	
Dudget Number						Position No. (NBAPOSN): AVR002	
Compensation:	Annual Maurice		Sched AA Grade 1			Hourly Rate: (Part-time only) \$ N/A	
s 59,402	O Hourly Other (expl	lain)	Step 7			\$per year	
Start Date: 06/16/14	End Date: N/A		-	At-will-employee Per contract		If temporary, anticipated termination date:	
Position is funded for the following number of months/weeks:							
9 months O 10 ½ months O Other (specify)							
PROPOSED Division/Unit: Student Services						Job Vacancy No.: (if applicable) N/A	
Job Title/Position: Academic Advisor						Specialized Area: Academic Advising/Counseling	
Budgeted Position? • Yes ON	Name of Repla	Name of Replaced Employee: N/A				Funded in which FY? FY18	
Budget Number: 1110-14101-6093-503 Position No. (NBAPOSN): AVR002							
Compensation:	Annual		Sched AA			Hourly Rate: (Part-time only)	
s 59,402	Hourly	Let-X	Grade 1 7			\$ N/A per hr x hrs/wk x wks = \$ per year	
Start Date: 07/10/18	Other (explain) Ste			At-will-employee Per contract		If temporary, anticipated termination date:	
Position is funded for the following number of months/weeks:							
O 9 months O 10 1/2 months O Other (specify) Explanation of Action:							
Explanation of Action.							
Part III: Position/Budget Authorization							
Recommended by Supervisor/Department Head Date Approved by Deap Date							
Approved by Division Chair Date Approved by Vice President Date Date							
Approved by Cabing Lever Supervisor Tate Reviewed by Haman Resources Approved by Cabing Lever Supervisor Approximate Lever Supervisor Approxima							
Duriget Approval Date							
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Reg. 821

HR Requisition Number A \\ X07 001 \\

Revised May 29, 201-

