

**Personnel Action Form**  
Human Resources

Banner ID # _____ @ _____	Last Name Adhikari,	First Kamal	Middle Initial M.	Telephone _____
Address _____		City _____		State _____

**Part I: Check all that apply**

Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff	<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 type="radio"/> Temporary <input checked="" type="radio"/> Regular	<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: \_\_\_\_\_ Job Vacancy No.: (if applicable) \_\_\_\_\_

Job Title/Position: \_\_\_\_\_ Specialized Area: \_\_\_\_\_

Budgeted Position?  Yes  No Funded in which FY? \_\_\_\_\_

Budget Number: \_\_\_\_\_ Position No. (NBAPOSN): \_\_\_\_\_

Compensation:  Annual  Hourly  Other (explain) \_\_\_\_\_ Sched \_\_\_\_\_ Grade \_\_\_\_\_ Step \_\_\_\_\_ Hourly Rate: (Part-time only)  
\$ \_\_\_\_\_ per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks = \$ \_\_\_\_\_ per year

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  At-will-employee  Per contract If temporary, anticipated termination date: \_\_\_\_\_

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify) \_\_\_\_\_

**PROPOSED** Division/Unit: \_\_\_\_\_ Job Vacancy No.: (if applicable) \_\_\_\_\_  
Math and Physical Science 2011 F 042

Job Title/Position: \_\_\_\_\_ Specialized Area: \_\_\_\_\_  
Instructor of Mathematics Mathematics

Budgeted Position?  Yes  No Name of Replaced Employee: Cynthia Rowatt Funded in which FY? FY21

Budget Number: 1110.14305.6091.100 Position No. (NBAPOSN): MAT011

Compensation:  Annual  Hourly  Other (explain) \_\_\_\_\_ Sched F \_\_\_\_\_ Grade 7 \_\_\_\_\_ Step 10 \_\_\_\_\_ Hourly Rate: (Part-time only)  
\$ 57,050 \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: 08/23/21  At-will-employee  Per contract 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 <b>Yvonne Smith</b> Digitally signed by Yvonne Smith Date: 2021.03.04 08:47:44 -06'00'	Date _____	Approved by Dean _____	Date _____
Approved by Division Chair <b>Jennifer Mauch</b> Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, email=jmauch@wcjc.edu, c=US Date: 2021.03.04 14:03:18 -06'00'	Date _____	Approved by Vice President _____	Date _____
Approved by Cabinet Level Supervisor _____	Date _____	Reviewed by Human Resources <b>Robert Johnson</b>	Date _____
Budget Approval <b>B. Kocian</b>	Date _____	Approved by President <b>Doug McLaughlin</b>	Date _____