



**Personnel Action Form**

Human Resources

Banner ID # _____		Last Name Fira		First Sara		Middle Initial P		Telephone	
Address				City		State		Zip	
<b>Part I: Check all that apply</b>									
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"/> Full-Time <input type="radio"/> Regular <input 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 checked="" type="checkbox"/> Other (explain)  <b>Renew temp position/Change supervisor to predominantly instruction</b>			
<b>Part II: Assignment/Accounting</b> 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: Student Services						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? FY16			
Budget Number: 1110-14101-6093-503						Position No. (NBAPOSN): CRD18T			
Compensation: \$ 52,735		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched AA Grade 1 Step 0		Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year			
Start Date: 4/1/16		End Date: 08/31/16		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 08/31/16			
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: 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? FY16			
Budget Number: 1110-14101-6093-503						Position No. (NBAPOSN): CRD18T			
Compensation: \$ 52,735		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched AA Grade 1 Step 0		Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year			
Start Date: 09/01/16				<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)									
Explanation of Action:									
<b>Part III: Position/Budget Authorization</b>									
Recommended by Supervisor/Department Head					Approved by Dean				
Approved by Division Chair					Approved by Vice President				
Approved by Cabinet Level Supervisor					Reviewed by Human Resources				
Budget Approval					Approved by President				
<i>B. Kocia</i> 7/25/16					<i>Jeff J. Jones</i> 7-25-16				
					<i>Betty A. McCreath</i> 8-1-16				