



Banner ID # @	Last Name Hanneken, Leslie	First	Middle Initial	Telephone
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Address	City	State	Zip
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**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="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> 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.

**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: \$ _____	<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
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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 ½ months  12 months  Other (specify) \_\_\_\_\_

**PROPOSED** Division/Unit: \_\_\_\_\_ Job Vacancy No.: (if applicable) \_\_\_\_\_

**Enrollment Management and Registrar** 2204 A 017

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

**College Recruiter** Recruitment

Budgeted Position?  Yes  No Name of Replaced Employee: n/a Funded in which FY? FY22

Budget Number: 1110-14109-6093-501 Position No. (NBAPOSN): AVR009

Compensation: \$ 43,858	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A _____ Grade 05 _____ Step 10 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
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Start Date: 06/27/22  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 ½ months  12 months  Other (specify) \_\_\_\_\_

Explanation of Action: \_\_\_\_\_

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head Armando Palomino McClure Digitally signed by Armando Palomino McClure Date: 2022.06.10 08:55:09 -07'00'	Date	Approved by Dean Jerry Martinez Digitally signed by Jerry Martinez Date: 2022.06.10 14:12:34 -05'00'	Date
Approved by Division Chair	Date	Approved by Vice President Amanda Allen Digitally signed by Amanda Allen DN: cn=Amanda Allen, o=WCJC, ou=Planning and E. email=allen@wcjc.edu, c=US Date: 2022.06.10 14:35:17 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 6/14/2022
Budget Approval <i>[Signature]</i>	Date 06/14/2022	Approved by President <i>[Signature]</i>	Date 6-14-22