

## PERSONNEL ACTION

DISTRIBUTION ORIGINATOR:  
Send original and yellow copy to  
Personnel Services.  
Retain pink copy.

Please type or use black or blue pen.

Lane  
Community  
College

Form No. 926 Rev. 2-96

## PERSONNEL SERVICES

1. NAME (last) (first) (MI)	2. SSN	3. EFFECTIVE DATE	SUBMITTING DEPARTMENT
<b>Richard, Mary A.</b>	<b>000-00-0000</b>	<b>January 8, 2001</b>	<b>Social Science</b>
AC NEW HIRE ATTACH COMPLETED: 1. Personnel Information Form 2. W-4 Form 3. I-9 Form	TERMINATION TR VOLUNTARY TR INVOLUNTARY LO LAY OFF RT RETIREE	LEAVE UL LEAVE WITHOUT PAY PL LEAVE WITH PAY AC RETURN FROM LEAVE	JOB TITLE  <b>Instructor</b>
			JOB CLASSIFICATION NUMBER <b>10201</b>

## PAYROLL INFORMATION

POSITION NUMBER	PAYROLL ACCOUNT DISTRIBUTION								
	LIST ONLY ACCOUNTS TO BE CHANGED					SHOW DETAILED PAY CALCULATIONS IN COMMENTS			
	Account Number	Sched.	Level	Step	Beginning Date	Ending Date	FTE/MO	Amt to be Paid	HR/MO
<b>18000</b>	<b>000 000 0000 000000 5408</b>	<b>11</b>	<b>2</b>	<b>5</b>	<b>01/01/01</b>	<b>03/31/01</b>	<b>(blank)</b>	<b>\$929.98</b>	<b>MO</b>
Schedules:	01 Faculty Salaried 03 Classified Salaried 08 Administrative Salaried 09 Support Staff Salaried	04 Hourly Classified (100% parity) 05 Hourly Classified (80% parity) 06 Noncredit Faculty Hourly 18 Curriculum Development Hourly	10 Faculty Overload (85%) 11 Faculty Overload (100%) 12 Other (Call Payroll for Instructions)	14 Work Center Clients 23 OSBDCN Instructor 25 Training & Development Instructor					

## PAY CALCULATIONS/COMMENTS

<b>\$41,641 X .067 FTE X 1.0 = \$2789.95</b>			
<b>Mary is a .80 FTE instructor on Level 2, Step 5 who has been assigned an overload of .067 FTE for Winter term. The overload is NOT required but the instructor is contracted to work less than 1.0 FTE so the 100% overload rate is being used.</b>			
BUDGET RECAPITULATION: Pay Schedules 01, 03, 08, and 09 ONLY.			
Position No.	Account No.	Annual FTE	Annual Amount
	<b>(Leave this section of the form blank)</b>		
			\$
			\$
TOTALS			\$

## PERSONNEL

Type of Employment PM Permanent CA Hourly	PB Probationary Faculty RC Replacement Classified	TP Temporary Faculty TC Temporary Classified	TS Trial Service Classified AP Apprenticeship	Latest Hire Date
Bargaining Unit LCCEA LCCEF MGMT PT Faculty PT Class No Unit F C M FP CP NU				Date Pers Begins
Payroll Exemptions FICA SIT FIT UNEMP				Date of B.U. Eligibility
APPROVALS				
Department Head or supervisor (Required) XXXXX Date		Vice President (Required Sched. 01, 03, 08, 09) XXXXX Date		
Personnel Services (Required) XXXXX Date		President Date		