

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
Richard, Thomas M.	000-00-0000	April 2, 2001	Academic Learning Skills
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 Instructor
			JOB CLASSIFICATION NUMBER 10201

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
18000	000 000 0000 000000 5408	10	2	5	04/01/01	06/30/01	(blank)	\$790.48	MO
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

\$41,641 X .067 FTE X .85 = \$2371.45			
<p>Richard is a .80 FTE instructor on Level 2, Step 5 who has been assigned an overload of .067 for Spring term. The overload is NOT required. Although Richard is contracted at less than 1.0 FTE, he has taught overloads Fall (.133 FTE) and Winter (.067 FTE) terms bringing his cumulative FTE to 1.0 as of the beginning of Spring term. For this reason, the 85% overload rate is being used.</p>			
BUDGET RECAPITULATION: Pay Schedules 01, 03, 08, and 09 ONLY.			Budget Verified
Position No.	Account No.	Annual FTE	Annual Amount
	(Leave this section of the form blank)		
			\$
			\$
TOTALS			\$
			Responsible Dept. No.
			Orig. Hire Date

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			Payroll Exemptions FICA SIT FIT UNEMP	Date Pers Begins
APPROVALS				Date of B.U. Eligibility
Department Head or supervisor (Required) XXXXX Date			Vice President (Required Sched. 01, 03, 08, 09) XXXXX Date	
Personnel Services (Required) XXXXX Date			President Date	