

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) Jones, Allison M.	2. SSN 000-00-0000	3. EFFECTIVE DATE April 2, 2001	SUBMITTING DEPARTMENT Counseling and Science
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	11	2	5	04/01/01	06/30/01	(blank)	\$2776.07	MO
18000	000 000 0000 000000 5408	10	2	5	04/01/01	06/30/01	(blank)	\$1097.24	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

Counseling: \$41,641 X .20 FTE X 1.0 = \$8328.20				
Science : \$41,641 X .093 FTE X .85 = 3291.72				
Allison is a .80 FTE instructor on Level 2, Step 5 who has been assigned Spring term overloads in Counseling (.20 FTE) and Science (1.5 extra days). Neither overload is required. Allison has already taught Counseling overloads of .20 FTE during Fall and Winter terms so the Spring term Counseling assignment brings her cumulative FTE to 1.0 FTE. This overload is paid at 100%. The Science overload is paid at 85% because it takes her over 1.0 FTE.				
BUDGET RECAPITULATION: Pay Schedules 01, 03, 08, and 09 ONLY.				
Position No.	Account No.	Annual FTE	Annual Amount	Budget Verified
	(Leave this section of the form blank)		\$	
			\$	
TOTALS				Responsible Dept. No.

PERSONNEL

Type of Employment PM Permanent PB Probationary Faculty TP Temporary Faculty TS Trial Service Classified CA Hourly RC Replacement Classified TC Temporary 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