Randolph Community College Temporary/Part-Time Personnel Action Form

Employee Name	Last		First		Middle Initial		
Datatel Employee Street Address			Social Security Number Home		Date of Birth Business Phone		
City, State, Zip				1 Address	_ business Pilo		
Position ID		Position	Title				
Department			fication				
Hire/Start Date (I	MM/DD/YY)						
DESCRIPTION OF ACTION (enter X in a be New Hire Work-Study Salary/Rate Change ADDITIONAL POSITION			Rehire One-time payment Tutors Terminate		Funding Source Change NonResAlien Hiring Addendum Internal College Transfer VP of Administrative Services Must Approve Rate Change		
*Note: If you are receiffective until the V				he current and r	new hourly rate.	The rate chan	ge will not be
Position ID	Budget Code	Sa	alary Staffing %	Current Hourly Rate	New Hourly Rate	PT # Hrs	Total Amount
1 2							<u> </u>
3							
4							
5							
RESIDENCE STATUS (I-9)							
GENDER F Instructor teaches for	M	Form W4 Form I-9	ormation Form 4 & NC-4 (<u>required</u> to photocopies of documents of docu	imentation (<u>req</u>			employees)
Supervisor Completing Form			Date				
Kathy Thornburg			Date				
Area Vice President			Date	-			
President (Required for ALL Rehires)			Date	_			
Entered in Datatel by:			Date Keyed	_			