



WALTERS STATE COMMUNITY COLLEGE Personnel Action Form

Appropriate administrator/supervisor should discuss/secure approval from the President prior to initiating this action. Justification for request and job description must be attached.

TO BE COMPLETED BY ADMINISTRATOR/SUPERVISOR

Choose one in each grouping:

Position Requested: _____
Date: _____ FOAP: _____
Department _____
Former Incumbent/Employee: _____
Initiator's Signature: _____
Individual responsible for approving leave
for this position: _____
 FOAP Change Only

<input type="checkbox"/> Regular Recruiting	<input type="checkbox"/> Internal Recruiting
<input type="checkbox"/> New Position	<input type="checkbox"/> Replacement
<input type="checkbox"/> Promotion	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Full-time	<input type="checkbox"/> Regular Part-time
<input type="checkbox"/> Temporary	<input type="checkbox"/> Temporary Part-time
<input type="checkbox"/> Admin/Professional	<input type="checkbox"/> Support
<input type="checkbox"/> Faculty	<input type="checkbox"/> Volunteer

TO BE COMPLETED BY HUMAN RESOURCES

Appointment Base: _____	Position #: _____	Position Class: _____
FOAP: _____	Position Title: _____	
Banner HR Budget: _____	Department: _____	
Salary Range: _____	Job Description Reviewed by Equity Officer: _____	
EClass: _____	Job Grade: _____	

EClass: AE-Executive; AD-Admin; AP-Admin RegPT; CL-Clerical; CP-Clerical RegPT; FA-FY Faculty; F9-AY Faculty; TH-Temp Hourly; TS-Temp Flat Rate

APPROVAL TO FILL POSITION

VP Council Approval/Comments: _____

Recommended By: _____	Vice President	_____	Date
Reviewed By: _____	Executive Director of Human Resources / Equity Officer	_____	Date
Reviewed By: _____	Vice President for Business Affairs	_____	Date
Approved: _____	President	_____	Date

EMPLOYMENT DATA TO BE COMPLETED BY HUMAN RESOURCES

Employee: _____ Hire Date: _____
Title: _____ Salary: \$ _____