

Personnel Action Form | Hourly

Current Date:
Effective Date:

<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	Last	First	Initial	M00#
<input type="checkbox"/> Mr. <input type="checkbox"/> Miss				

Phone	Address	City	State	Zip
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MARK BOX APPROPRIATE TO ACTION

Employment (Complete "to" column.)

- New Hire
- Re-Hire (last mo/yr worked ____ / ____)
- Current employee

Inservice Status Change (Complete "from" and "to" columns.)

Termination (Complete "from" column.)

Other

Job Location

- Kentfield Campus Indian Valley Campus

Multiple Jobs

Please list other departments the employee is working in.

No hourly employee can exceed 194 working days in a fiscal year.

REMARKS

FOR HR USE ONLY

Live scan completed

TB completed

Position #	Suffix
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STATUS

STUDENT

From	To
<input type="checkbox"/> Student (6 units or more – MCC)	<input type="checkbox"/> Student (6 units or more – MCC)
<input type="checkbox"/> Student (Special Program)	<input type="checkbox"/> Student (Special Program)
<input type="checkbox"/> EOPS (6 or more units)	<input type="checkbox"/> EOPS (6 or more units)
<input type="checkbox"/> Work Study/Financial Aid (6 or more units)	<input type="checkbox"/> Work Study/Financial Aid (6 or more units)
<input type="checkbox"/> Other	<input type="checkbox"/> Other

NON-STUDENT

From	To
<input type="checkbox"/> Non-Student (under 6 units – not on special program – MCC)	<input type="checkbox"/> Non-Student (under 6 units – not on special program – MCC)
<input type="checkbox"/> Sub/Leave Replacement	<input type="checkbox"/> Sub/Leave Replacement
<input type="checkbox"/> Vacancy Replacement (60 calendar days only)	<input type="checkbox"/> Vacancy Replacement (60 calendar days only)
<input type="checkbox"/> Short Term (fewer than 194 working days)	<input type="checkbox"/> Short Term (fewer than 194 working days)
<input type="checkbox"/> High School (work permit required)	<input type="checkbox"/> High School (work permit required)
<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Instrl <input type="checkbox"/> Non-Instrl	<input type="checkbox"/> Instrl <input type="checkbox"/> Non-Instrl

Job Title	Job Title
Dept	Dept
Hrs per week (25 hrs max)	Hrs per week (25 hrs max)
End Date	End Date
Hourly Pay Rate	Hourly Pay Rate

BUDGET

FOAP	FOAP
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SIGNATURES

_____	_____	_____
Budget Manager (Print)	Budget Manager (Sign)	Date
_____	_____	_____
Employee (Print)	Employee (Sign)	Date
_____	_____	_____
Financial Aid (if app.) (Print)	Financial Aid (if app.) (Sign)	Date
_____	_____	_____
Fiscal Services (Print)	Fiscal Services (Sign)	Date
_____	_____	_____
Human Resources (Print)	Human Resources (Sign)	Date
_____	_____	_____
Payroll (Print)	Payroll (Sign)	Date