

Temporary and Adjunct/Non-Credit Courses PERSONNEL ACTION FORM

Use this form for temporary employees and adjuncts (non LCSC employees) teaching non-credit courses
 Use Adjunct faculty/Credit Courses for adjuncts (non LCSC employees) teaching courses for credit
 Use Permanent PA for employees with permanent positions receiving Payment in Addition

Name

Warrior ID#

Today's Date

Effective Dates

Begin Date _____
 End Date _____

- Replacement PA - Original Dated _____
 Separation - Last Day Worked _____

1. Title	
2. Division	
3. Total Payment	
4. Budget Code/%	- - - %
Budget Code/%	- - - %
Budget Code/%	- - - %
Budget Code/%	- - - %

FOR HUMAN RESOURCE SERVICES USE ONLY			
Object Code			
Pay Date	Type of Time	Hours/Payment	ACA Hours

5. Total Class Hours Taught / Comments:

6. Payment Schedule (adjunct payments monthly only)

7. Complete this section with class information.

Semester

Center	Course Title	Section	Payment Method	# of Students/Hours	\$ per Student/Hour	Total
Total Payment						

ROUTING & APPROVALS

Note: The preparer of this document is responsible for identifying all needed e-mail address. Please do not 'Print to PDF' or send a scanned copy of this form for signature routing.

Prepared by email:

Signatory/Approver	LC State E-mail	Digital ID Signature	Action	
			Disapprove	Approve
Coordinator/Dept. Head/ Director:				
Grants & Contracts (if grant funded):				
Dean/President:				
Budget Office:				
Human Resource Services:				