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 PA for employees with PCNs receiving Payment in Addition

Name

SSN XXX-XX-

Today's Date

Address

Effective Dates
Begin Date
End Date

☐ Replacement PA - Original Dated _____
☐ Termination - Last Day Worked _____

1. PCN	
2. Title	
3. Division	
4. Total Payment	
5. Budget Code/%	__ - __ - _____ ____ %
Budget Code/%	__ - __ - _____ ____ %
Budget Code/%	__ - __ - _____ ____ %
Budget Code/%	__ - __ - _____ ____ %

6. Comments

FOR HUMAN RESOURCE SERVICES USE ONLY			
Old Rate		Old PCN	
New Rate		New PCN	

Pay Period		Pay Date	Type of Time	Hours/ Payment

7. Payment Schedule

8. Complete this section for Academic Affairs Instruction

Semester

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

Routing/Approval:

Coordinator	Dept. Head/Director	Grant Monitor (if grant funded)	Dean	Budget Office	Human Resources

Originator: _____