

PERSONNEL RECORD CARD

To be used for Temporary and Workstudy employees who will complete I-Time
 Use Personnel Action Forms for all other employees

INSTRUCTIONS:

1. Please fill out form online, save, and **email** completed form as an attachment to the Department Head. The Department Head will then type their name in the signature line and forward on to salary@lcsc.edu
2. A payroll timesheet will not be in I-Time prior to filling out the Personnel Record Card.
3. Each employee MUST: Fill out a W-4 Form and I-9 Form (Employment Eligibility) *within three days of hire.*
4. A Personnel Record Card must be filled out for each employee when work is started, whenever a change in rate of pay is requested, and when an employee terminates.

Name

Today's Date

SSN XXX-XX-

Effective Date

Address*

*New hire only

Email

Type of Change:

- New Hire
 Re-Hire
 Hourly Rate Change
 Termination Date:

Student Status:

- International Student
 Student # of credits _____
 Non-Student

Sex:

- Male
 Female

1. PCN	
2. Title	
3. Department	
4. Hourly Rate	
5. Budget Code/%	- - - %
Budget Code/%	- - - %
Budget Code/%	- - - %
Budget Code/%	- - - %

FOR HUMAN RESOURCE SERVICES USE ONLY			
Old Rate		Old PCN	
New Rate		New PCN	
Pay Period		Pay Date	Hourly Rate

 Department Head Date

 Originator Date