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 _____

Check All That Apply In Each Row

☐ New Hire ☐ Hourly Rate Change ☐ Budget Code Change ☐ Termination Date: _____

☐ International Student ☐ Student # of credits_____ ☐ Non-Student

☐ 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	Type of Time	Hourly Rate

_____ _____
Department Head Date

_____ _____
Originator Date