

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-_____

Address* _____

*New hire only

Today's Date _____

Effective Dates

Begin Date _____

End Date _____

Replacement PA - Original Dated _____

Separation - Last Day Worked _____

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

6. Total Class Hours Taught / Comments: _____

FOR HUMAN RESOURCE SERVICES USE ONLY			
Old Rate	_____	Old PCN	_____
New Rate	_____	New PCN	_____
Object Code _____			
Pay Date	Type of Time	Hours/Payment	ACA Hours

7. Payment Schedule (adjunct payments only) _____

8. 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:				