

## Personnel Record Card (PRC)

**CALENDAR**

Today's Date:

**BASIC EMPLOYEE INFORMATION**

Name:

Status:

Non-Student

International Student

Domestic Student

Warrior ID Number:

Number of Credits:

**EMPLOYEE CONTACT INFORMATION**

LCSC e-mail:

**TYPE OF CHANGE**

Type of Change:

New Hire

Re-Hire

Hourly Rate Change

Separation

Budget Code Change

Change in Status: Non-Student to Student

Change in Status: Student to Non-Student

Title:

Department:

Hourly Rate:

Effective Date:

Accounts:	#	Fund	Function	Cost Center	%	Explanation / Duties
	1					
	2					
	3					
	4					
	5					

**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 the PRC.

Signatory/Approver	LCSC e-mail	Digital ID Signature	Action	
			Disapprove	Approve
Originator:				
First Level Supervisor:				
Office of Grants & Contracts (OGC):				
Second Level Supervisor:				

The first level supervisor is the direct supervisor of the employee on the PRC. The second level supervisor is the person who supervises the first level supervisor.

HUMAN RESOURCES OFFICE USE ONLY		
Item Changed	New	Action
Pay Rate		
Pay Date		