Human Resources
500 8th Avenue, Lewiston, ID 83501
208-792-2269 | hr@lcsc.edu

Personnel Record Card (PRC)

CALENDAR

Todays 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: $ 0.00

Effective Date:

Accounts:

#	Fund	Function	Cost Center	%	Explanation / Duties
1				0%	
2				0%	
3				0%	
4				0%	
5				0%	

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.

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

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

		Action	
Pay Rate	$ 0.00	Decline Notification	Acceptance Notification
Pay Date			