



Nunez Community College

<input type="checkbox"/> unclassified staff	<input type="checkbox"/> faculty (9-month)	<input type="checkbox"/> civil service / classified
<input type="checkbox"/> interim unclassified staff	<input type="checkbox"/> faculty (12-month)	<input type="checkbox"/> classified WAE (1245hrs/year max)
<input type="checkbox"/> grants (9-month)	<input type="checkbox"/> administrator with rank	<input type="checkbox"/> exempt 4.1(d)1 or 4.1(c)8
<input type="checkbox"/> grants (12-month)	<input type="checkbox"/> tutor	<input type="checkbox"/> other: _____

Date: _____

Nature of Action:

<input type="checkbox"/> Full Time Appt/Hire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Classification/Change
<input type="checkbox"/> Hourly Appt/Hire	<input type="checkbox"/> Promotion	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Separation	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Return from Leave

REQUIRED UNLESS NEW HIRE

Name: _____

LOLA / Banner #: _____

TO BE COMPLETED FOR ALL NEW HIRES, REHIRES, AND TRANSFERS

Current Address: _____

Social Security #: _____

Date of Birth: _____ Gender: _____

Race: _____

Personal Email Address: _____

Personal Telephone: _____

Education: _____

Highest Degree

College/University

Year

Major

Retirement Information: Is he/she a member of a Louisiana Retirement System? Yes No

Is he/she retired from a Louisiana Retirement System? Yes No

OLD POSITION DETAIL

NEW POSITION DETAILS

Department				
Position#/ Code/ Title				
Proposed Salary				
Effective Date				
Academic Rank (If applicable)	From:	To:	From:	To:

Fund	ORG	Account	Program	Percent

Reason for Transaction: _____

I certify that any classified or unclassified employee, including faculty, hired on this form has met all hiring and recruitment criteria as set forth by Civil Service, Board of Regents, LCTCS and has met minimum qualifications for the position. I further certify compliance with the above referenced criteria.

Recommended:

1) _____ Date
Director of Human Resources

2) _____ Date
Supervisor/Department Head

Availability of Funds	
3.) _____	_____ Date
Director of Finance and Budget	
4.) _____	_____ Date
VCFO/Appointing Authority	

5.) _____ Date
Chancellor