Prepared by: Ext: Date:

Distribution: Send original and yellow copy to Human Resources. Retain pink. Print on 3-Pt NCR paper.	**Human Resources** Personnel Action Form	Lane Community College

Name (Last) (First) (Mi)	**"L" number**	**Submitting Department / Division** **Time Entry Method: [X] Web [ ] Department**

Status

[ ] New Hire (Attach W-4 & I-9) Date of BU Eligibility:_____ [ ] Leave w/ Pay w/ Benefits [ ] Leave w/o Pay, w/ Benefits [ ] Leave w/o Pay, w/o Benefits	[ ] Retiree [ ] Terminated Voluntary [ ] Terminated Involuntary [ ] Lay Off	[ ] F1 Faculty Contracted [ ] Probationary [ ] Temporary [ ] Faculty Deferred Pay (12 mo)	[ ] C1 Classified Contracted [ ] C2 Classified Contracted PT [ ] Trial Service [ ] C3 Classified Hourly [ ] Replacement

Salary Table

C8	Classified Hourly (80% parity)	FC	Faculty Contracted	FP	Faculty Part Time	RT	Retiree
CC	Classified Contracted	FF	Faculty - Flight Technology	MC	Management Contracted	SP	Special Pay
CH	Classified Hourly (100% parity)	FH	Faculty Hourly	MH	Management Hourly	SW	Student Worker

Payroll Account Distribution

Position No. (C, M, MR, F, FR, W)	**Suffix**	**F O A P**	**Labor Dist %**	**Beginning Date**	**End Date**

Timesheet Org	**E-CLS**	**Job Class**	**Job Title**	**Table**	**Grade**	**Step**

Hourly Rate	**Annual Salary**	**Appt %**	**Assigned Salary**	**Hours per Pay** (Fulltime = 86.67)	**# of Pay Periods**

Pay Calculations/Comments:

Position No. (C, M, MR, F, FR, W)	**Suffix**	**F O A P**	**Labor Dist %**	**Beginning Date**	**End Date**

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Pay Calculations/Comments:

Department Head or Supervisor (Required) Date	Vice President Date
Human Resources (Required) Date	President Date