

Lenoir Community College

PERSONNEL DATA INFORMATION

**ALL INFORMATION MUST BE COMPLETED BEFORE PAYROLL AND
PERSONNEL CAN BE PROCESSED**

CHECK APPLICABLE ACTION: (*ITEMS NEED EXPLANATION BELOW)

- () NEW HIRE PART-TIME TEMPORARY/ADJUNCT
() NEW HIRE PART-TIME ESTABLISHED _____ HOURS/WEEK
() SALARY INCREASE/DECREASE*
() RE-HIRE
() ADDITIONAL POSITION

*EXPLANATION/REMARKS: _____

EMPLOYEE NAME _____ EMP. ID # _____
(Same as listed on Social Security Card)

BIRTHDATE: _____

CAMPUS: _____ EFFECTIVE DATE OF ACTION _____

POSITION CODE _____ HOURLY RATE: _____

POSITION CODE _____ HOURLY RATE: _____

HIGHEST LEVEL OF EDUCATION: _____

AREA OF INSTRUCTION: _____

| APPROVAL: | | PROCESSED: | |
|------------------------------|---------------|--------------------------|---------------|
| _____ Coordinator | _____ Date | _____ Human Resources | _____ Date |
| _____ Dean/Vice President | _____ Date | | |

ALL INFORMATION MUST BE COMPLETED. FORMS WITH MISSING INFORMATION
AND/OR MISSING APPROVAL WILL BE RETURNED TO THE COORDINATOR.