

Form 20

Kapi'olani Community College

Personnel Action Form (PAF)

Casual/Overload/Lecturer Appointment

Date: _____ Semester: _____ Warrant Distribution Code: _____

Department EAC #: _____ Department Name: _____

Supervisor ID#: _____ Supervisor Name: _____

Contact ID#: _____ Contact Name: _____

Hire Net #: _____ Number of Positions Available: _____

Hire Net Ad to Run: _____ to _____

Casual Rehire New Hire Lecturer _____

Overload (Select the Rank and Attach Workload Commitment Form) _____

Please "X" this box if this is a revision and circle revision #. (Revision 1 2 3 4)

Reason for Revision

Name (Last, First, MI) _____ Title : _____

Incumbent Name (Last, First, MI) _____ Title: _____

Account Code: _____

Appointment Period From: _____ Appointment Period To: _____

Number of Hours: Per Week: _____ Total: _____ Credit Total _____

Rate of Pay:

Per Hour \$ _____ Max per hour \$ _____ Monthly \$ _____ Flat Fee \$ _____ Semester \$ _____

How was pay rate determined?

(Primary position information is needed for Overload)

Campus Code: _____ Postion: _____

FTE: _____ Rank/Step _____

Section 1: Requested by:

Account Code & Percentage	Course Title	Course Number	Dates Beg to End	Day / Credit	Time	Hour/ Amount	Cancel

Employee Name: _____

Section 1 Continue:

Account Code & Percentage	Course Title	Course Number	Dates Beg to End	Day / Credit	Time	Hour/ Amount	Cancel

Description of Duties:

Education Level Required:

Months of Experience:

Justification for appointment and impact if not approved:

Approval/Disapproval of Appointment:

<p>1a</p> <hr/> <p>Dept Chair/Coordinator Date</p>	<p style="text-align: center;">RECOMMENDED/NOT RECOMMENDED</p> <p style="text-align: center;">2</p> <hr/> <p>Vice Chancellor/Dean/Director Date</p> <p>Funds are available to support this request</p>
<p>1b</p> <hr/> <p>Principal Investigator Date</p> <p>(Contracts/Grant funding only)</p>	<p style="text-align: center;">RECOMMEND/NOT RECOMMENDED</p> <p style="text-align: center;">3</p> <hr/> <p>Fiscal Authority Date</p>
<p>APPROVED/NOT APPROVED</p> <p>4</p> <hr/> <p>Chancellor Date</p>	<p style="text-align: center;">RECOMMEND/NOT RECOMMENDED</p> <p style="text-align: center;">5</p> <hr/> <p>Human Resources Manager Date</p>

IF NOT APPROVED OR RECOMMENDED, INDICATE REASON(S)