



EMPLOYEE STATUS

HUMAN RESOURCES • NORTH CENTRAL TEXAS COLLEGE • 1525 W. CALIFORNIA STREET • GAINESVILLE, TX 76240 • (940) 668-4245

Effective Date ____/____/____

Name _____

Social Security Number _____

Address _____

Department/Division _____

City _____ State ____ Zip _____

Budget Acct. #'s ____ - ____ - ____ - ____ % _____

Phone _____

____ - ____ - ____ - ____ % _____

Contract Length _____

____ - ____ - ____ - ____ % _____

Job Title _____

Campus

Gainesville

Corinth

(Select all that apply)

Bowie

Graham

Pay Grade _____

Rate of Pay Annual _____ Hourly _____ Load Unit _____

Other _____

ACTION

New Employee FMLA Status Change _____

(specify)

Re-employed Separation Other _____

(specify)

Full time

Part time

Faculty

Non-Faculty

Group _____ Step _____

Comments _____

MEDICAL LEAVE REQUEST

Requested beginning date ____/____/____

Projected ending date ____/____/____

Earned Sick Hours to be taken concurrently _____

Reason for Request _____

APPROVALS

Requested By _____

Date ____/____/____

Dept. Chair _____

Date ____/____/____

Dean _____

Date ____/____/____

VP _____

Date ____/____/____

Human Resources _____

Date ____/____/____

President _____

Date ____/____/____