

**CURRENT OR NEW HIRE INFORMATION****Personnel Change Form (PCF)**

Revised 4/30/24

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

HIRE DATE \_\_\_\_\_

RE-HIRE DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

EMPLOYEE # \_\_\_\_\_


**CANKDESKA CIKANA  
COMMUNITY COLLEGE**
*Serving Spirit Lake Tribe 1974-2024*
**Check all that apply**

|                  |                          |                          |
|------------------|--------------------------|--------------------------|
| Full Time        | <input type="checkbox"/> | Type in Shaded Area Only |
| Part Time        | <input type="checkbox"/> |                          |
| Temporary        | <input type="checkbox"/> |                          |
| Fed Work Study   | <input type="checkbox"/> |                          |
| Student          | <input type="checkbox"/> |                          |
| 90 Day Probation | <input type="checkbox"/> |                          |
| Other            | <input type="checkbox"/> |                          |

**Pay Allocation      %      (one line for each program if split)**

|                      |                          |                          |                            |                          |
|----------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct#                      | <input type="checkbox"/> |
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct#                      | <input type="checkbox"/> |
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct#                      | <input type="checkbox"/> |
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct#                      | <input type="checkbox"/> |
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct#                      | <input type="checkbox"/> |
| Exempt Salary        | <input type="checkbox"/> | <input type="checkbox"/> | Threshold:                 |                          |
| Non-Exempt (Salary)  | <input type="checkbox"/> | <input type="checkbox"/> | Current - \$35,568         |                          |
| Rate of Pay (hourly) | <input type="checkbox"/> | <input type="checkbox"/> | July 1, 2024 - \$43,888    |                          |
|                      |                          |                          | January 1, 2025 - \$58,656 |                          |

**CHANGE TO: (Title)** \_\_\_\_\_**Check all that apply**

|                |                          |                          |
|----------------|--------------------------|--------------------------|
| Full Time      | <input type="checkbox"/> | Type in Shaded Area Only |
| Part Time      | <input type="checkbox"/> |                          |
| Temporary      | <input type="checkbox"/> |                          |
| Fed Work Study | <input type="checkbox"/> |                          |
| Student        | <input type="checkbox"/> |                          |
|                | <input type="checkbox"/> |                          |
| Other          | <input type="checkbox"/> |                          |

**Pay Allocation      %      (one line for each program if split)**

|                      |                          |                          |       |                          |
|----------------------|--------------------------|--------------------------|-------|--------------------------|
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct# | <input type="checkbox"/> |
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct# | <input type="checkbox"/> |
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct# | <input type="checkbox"/> |
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct# | <input type="checkbox"/> |
| Program              | <input type="checkbox"/> | <input type="checkbox"/> | Acct# | <input type="checkbox"/> |
| Exempt Salary        | <input type="checkbox"/> | <input type="checkbox"/> |       |                          |
| Non-Exempt (Salary)  | <input type="checkbox"/> | <input type="checkbox"/> |       |                          |
| Rate of Pay (hourly) | <input type="checkbox"/> | <input type="checkbox"/> |       |                          |

**Reason for Change:**

|                   |                          |                        |                          |
|-------------------|--------------------------|------------------------|--------------------------|
| 90 day Prob End   | <input type="checkbox"/> | Resigned               | <input type="checkbox"/> |
| Promotion         | <input type="checkbox"/> | Terminated             | <input type="checkbox"/> |
| Transfer          | <input type="checkbox"/> | Temp Position Ended    | <input type="checkbox"/> |
| Annual Review     | <input type="checkbox"/> | Regular Position Ended | <input type="checkbox"/> |
| Merit Increase    | <input type="checkbox"/> | Grant Ended            | <input type="checkbox"/> |
| Service Increase  | <input type="checkbox"/> | Layoff                 | <input type="checkbox"/> |
| Job Re-evaluation | <input type="checkbox"/> |                        | <input type="checkbox"/> |

**OTHER EXPLANATIONS****EFFECTIVE DATE**
\_\_\_\_\_  
**EMPLOYEE**\_\_\_\_\_  
**SUPERVISOR**\_\_\_\_\_  
**HUMAN RESOURCES**\_\_\_\_\_  
**CHIEF FINANCIAL OFFICER**\_\_\_\_\_  
**DEAN/PROGRAM DIRECTOR**\_\_\_\_\_  
**PRESIDENT**