

CURRENT OR NEW HIRE INFORMATION

Personnel Change Form (PCF)

Revised 5/21/24

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		Type in Shaded Area Only
Part Time		
Temporary		
Fed Work Study		
Student		
90 Day Probation		
Other		

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

Program			Acct#	
Program			Acct#	
Program			Acct#	
Program			Acct#	
Program			Acct#	
Exempt (Salaried)			Threshold for Non-Exempt: Current - \$35,568	
Non-Exempt			July 1, 2024 - \$43,888	
Rate of Pay (hourly)			January 1, 2025 - \$58,656 (Non-Exempt eligible for overtime)	

CHANGE TO: (Title) _____

Check all that apply

Full Time		Type in Shaded Area Only
Part Time		
Temporary		
Fed Work Study		
Student		
Other		

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

Program			Acct#	
Program			Acct#	
Program			Acct#	
Program			Acct#	
Program			Acct#	
Exempt (Salaried)				
Non-Exempt				
Rate of Pay (hourly)				

Reason for Change:

90 day Prob End		Resigned	
Promotion		Terminated	
Transfer		Temp Position Ended	
Annual Review		Regular Position Ended	
Merit Increase		Grant Ended	
Service Increase		Layoff	
Job Re-evaluation			

OTHER EXPLANATIONS

EFFECTIVE DATE

EMPLOYEE

SUPERVISOR

HUMAN RESOURCES

CHIEF FINANCIAL OFFICER

DEAN/PROGRAM DIRECTOR

PRESIDENT