

**PERSONNEL ACTION FORM**  
**PART-TIME EMPLOYEE WITHOUT BENEFITS**

HIRE <input type="checkbox"/>	REHIRE <input type="checkbox"/>	RESIGNATION/DISCHARGE <input type="checkbox"/>
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FUND \_\_\_\_\_ ORG \_\_\_\_\_ ACCOUNT \_\_\_\_\_ ACTIVITY \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

S.S.# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ EMPLOYEE ID # \_\_\_\_\_

BCC STUDENT: YES  NO

NEW POSITION:  **or** REPLACEMENT POSITION:

If a replacement position, please indicate employee's name being replaced: \_\_\_\_\_

TITLE: \_\_\_\_\_

EFFECTIVE DATES: START DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ENDING DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

RESIGNATION/DISCHARGE DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PAY RATE/SALARY: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

TOTAL DOLLARS ENCUMBERED: \_\_\_\_\_

PAYROLL SCHEDULE:  Biweekly Timesheets  
 Stipend (please indicate payroll date) \_\_\_\_\_  
 Other (please describe) \_\_\_\_\_

COMMENTS (special pay instructions) \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY GRANT MANAGER (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY DEAN: \_\_\_\_\_ Date: \_\_\_\_\_

VICE PRESIDENT OF HUMAN RESOURCES/AFFIRMATIVE ACTION: \_\_\_\_\_ Date: \_\_\_\_\_

PRESIDENT OR DESIGNEE: \_\_\_\_\_ Date: \_\_\_\_\_

*ADMINISTRATIVE USE ONLY*

OBRA CODE: \_\_\_\_\_ CREDITS: \_\_\_\_\_ PROGRAM CODE: \_\_\_\_\_

POSITION #: \_\_\_\_\_ POSITION CLASS: \_\_\_\_\_

BARGAINING UNIT: MCCC:  AFSCME:  NON-UNIT:

PPAIDEN:  W4:  M4:  I9:  OBRA:  CORI:  APPLICATION:

**FISCAL REVIEW**



**BRISTOL COMMUNITY COLLEGE**  
**Fall River, MA 02720**

**PART-TIME LABOR ACCOUNTS**

In accordance with the Commonwealth's financial accounting and reporting system, this listing includes account codes and brief explanations of the services for which funds are encumbered and expended through the College's part-time payroll system. If you need assistance identifying an expense by account code or have questions regarding the use of account codes please contact the Comptroller or Payroll Department.

**C01 CONTRACTED FACULTY** - Individuals who fulfill teaching responsibilities in institutions of higher education.

**C05 CONTRACTED STUDENT INTERNS** – College students currently enrolled in classes or on summer vacation or other vacation between semesters that assist in the administration of departmental tasks. This account is restricted to the College Work Study and Federal Work Study Programs.

**C21 FINANCIAL SERVICES** – Persons who keep books or accounts, design and control systems of accounting, or compile statistical data and prepare statistical reports.

**C22 ENGINEERING, RESEARCH AND SCIENTIFIC SERVICES** - Persons who provide engineering, research and scientific services. For example: engineers, landscape designers, space planners, researchers and developers.

**C23 MANAGEMENT, BUSINESS PROFESSIONALS AND ADMINISTRATIVE SERVICES** - Persons who provide management, business professional and administrative services, including but not limited to information technology services to develop computer systems programs, or persons who instruct, advise, or train persons in the application of computer programs; systems analysts, programmers; persons with expertise in networking, planning, design and PBX design; management services, strategic planning, development of management tools, designs, evaluation, coordination, or implementation of programs, conferences, exhibitions or persons who establish criteria for the purchase of an outside program; also includes administrative services such as secretaries, typists, data entry operators, lab aides, lab assistants.

**C24 DESIGN, EDITORIAL AND COMMUNICATION SERVICES** - Persons who provide design, print, editorial and other communication materials including communication strategies, promotional materials, advertising layouts and programs for publication in print, videotape, radio, television, or other media; artists/graphic design services; photographic and micrographic services. See HH Object Class for non-employee consultants.

**C25 HEALTH CARE SERVICES** – Persons who provide health care and safety services, including but not limited to persons who provide advice and recommendations concerning medical issues and policies. For example, dentists, doctors, nurses, dietitians, psychiatrists, psychologists.

**C28 EDUCATION, TRAINING AND BOARD MEMBERSHIP SERVICES** – Persons provided wages and/or stipends to individuals serving on commissions and/or boards. Also includes necessary costs to enable Board/Commission members to serve. Includes archivists and librarians and persons who manage archives, and who provide services to libraries.

**C29 AUXILIARY SERVICES** - Persons who provide auxiliary or support services including but not limited to athletic services; persons who prepare and/or serve food; foreign language translators/interpreters who translate oral or written words; cleaning services including but not limited to cleaners, janitors and other persons providing services to clean or maintain offices or properties. Also includes performers; art models.

**C30 BUILDING, CONSTRUCTION AND MAINTENANCE SERVICES** – Persons who provide building or construction management and maintenance services including but not limited to snow removal, grounds keeping services or other related duties; licensed or professional tradespeople, plumbers, electricians, carpenters, locksmiths; management, maintenance and improvements of commonwealth property.

**C31 NATIONAL DEFENSE AND PUBLIC ORDER AND SECURITY AND NON-MEDICAL SAFETY SERVICES** - Persons who provide security and safety services to clients, workers and property.

**ML01 NON-MEDICAL OR NON-HEALTH CARE RELATED CLIENT SERVICES PROVIDED BY INDIVIDUALS** – Non-medical or non-health care related services rendered by individuals who provide student services either directly or on behalf of a student. For example: advisors, learning specialists, coach mentors, note-takers, note-sharers, c-print captionists, counselors, tutors, interpreters and translators.