

# Limestone Charter Association

## PCS Form Instructions

A PCS form should be completed when a new employee is hired or when an employee is terminated. It is also used to update an employee's salary and job title.

### Employee Status:

#### New Hire

- Employee Name
- Employee Educator ID Number/SS#
- Date of Birth
- Race
- Employee's Email
- Employee Job Title or Position Code – Job Title and Position Code should match what is on the list provided by the State Department of Education. (Example: Code 08 - Teacher, Code 36 – School Nurse)
- Brief Job Description – (Example: 3<sup>rd</sup> Grade Math Teacher)
- Employment Start Date
- Total Days Employed – 120, 180, 190 – (Example: 190 out of 190 unless started later than the first day of school)
- Employee FTE Status – Full-time or Part-time – (Example: 1.0, .80, .50)
- First 135 Days Employed – (Example: 135 out of 135, 125 out of 135)
- Annual Salary – should be the same as contract salary amount.
- What amount of salary is Federal Funds? – if the employee is paid full or part with federal funds.
- Is this person employed in two positions? If yes, enter position code and salary
- Classified as a Teacher, National Board-Certified, Specify Certificate Number, ADEPT Type and Level

#### Terminated Employee

- Employee Name and ID
- Employee change effective date
- Employee last day worked
- Employee termination date
- Amount of employee's salary received while working
- Employee reason for termination
- Transferring to another Entity
- District or State Entity Name transferring to

**Position Code/Title Update**

- Employee Name and ID
- Position Code
- Brief Job Description
- Salary
- Change Effective Date

**Salary**

- Employee Name and ID
- Salary
- Change Effective Date