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Section I
Filling Out PAFs
Section I

--Fill in Employee Name Field (Last Name, First Name, Middle Initial)
--Fill in personnel number, if available (new hires will not have a personnel number)
--Fill in Organizational Unit Name
--Fill in Organizational Unit Phone

Section II

--Effective Dates of Action
   --Fill in Appointment Effective Dates
     --If the appointment has no end date use 12/31/9999
   --Fill in Start and Stop Pay Dates
     --Most of the time the appointment effective dates and start and stop pay dates will be the same. The only time they may differ are in the cases of faculty, Graduate Assistants, Graduate Student Workers, Salaried Student Workers, and Other Monthly Workers. These individuals, either by contract or agreement, may receive a full month's pay even though a full month is not worked.

--Description of Action
   --Mark the action that needs to be completed
     --New Hire
     --Student Hire (with CrHrs)
     --Ancillary Hire
     --Volunteer Hire
     --The NonResAlien Hiring Addendum is used exclusively by HR.
     --Campus Transfer In
     --Rehire
     --Rehire as Volunteer
     --Rehire as Ancillary
     --Funding Change
     --Employment %--FTE Change
     --Salary/Rate Change
     --Organizational Change
     --Separation
     --The Separation with Pay Action is not used at UNO.
     --Campus Transfer Out
     --LOA Without Pay
     --LOA With Pay
     --Return from LOA

--Action
   --Fill in the reason code field
     --New hire, student hire, rehire, ancillary hire, volunteer hire, campus transfer in, rehire as volunteer, funding change, and Return from LOA have no reason codes.
   --Fill in position number
   --Fill in position title
     --For all forms of hires or rehires, plus campus transfer ins, mark whether or not the employee is a US Citizen

1
Section III

--Organizational Assignment
--Fill in the benefits percentage based on contract length and time worked
--For example, a full time employee who works each month would be 100% for 12 months.
--If not eligible for benefits, place a check by the Not Eligible choice

--All Current Positions at the University
--Fill in the position number, position tile, and staffing percentage for each job the individual holds at the college.
--Staffing percentage refers to how many jobs a person is working
--It will always be 100%
--One job equals 100%
--For a person working multiple jobs, break down the percentage as needed.

Section IV

--Planned Working Time
--Select the type of work schedule the individual has
--Salary for all salaried workers
--Negative time Reporting for all office/service employees
--This status means the individual is paid whether time is submitted or not
--Select the type of schedule the person is working
--Positive time reporting for all hourly student and temporary employees
--This status means time must be entered into SAP for pay to be received
--Enter number of hours scheduled per week

--Enter contract length code
--01—Academic Year Paid 9/9 Months
--02—Academic Year Paid 9/12 Months
--03—10/10 Months
--05—Summer Session
--06—Fall Session
--07—Spring Session
--08—Other
--09—Spring Summer/8 Months
--12—12/12 Months

--Enter leave plan code
--08—Biweekly Not Eligible Vacation/Sick Leave
--0M—Monthly Not Eligible Vacation/Sick Leave
--1B—Biweekly Managerial/Professional Vacation/Sick Leave
--1C—Biweekly Office/Service Vacation/Sick Leave
--2A—12 Month Academic/Administrative Vacation/Sick Leave
--2B—12 Month Managerial/Professional Vacation/Sick Leave

--Enter Employment % (FTE)
--This percentage refers to how many hours a person works in a week and can range from 1 to 100
Section V
--Basic Pay
  --Enter wage type based on person's position
    --1001—Hourly Rate
    --1003—Regular Monthly Rate (Used for full time, salaried staff and 12 month faculty)
    --1008—9 months paid over 12 months
    --1010—Administrative Stipend
    --1037—Temporary Salary
    --1005 Summer Instructional
    --1406—Professorship
  --Enter amount to be paid
  --Check whether this amount is to be paid by the hour or the month

Section VI
--Cost Distribution
  --Check whether the cost center is grant funded or not
  --Fill in the cost center field(s)
  --Fill in the position number field(s)
  --Fill in the wage type field
  --Fill in the $ rate field
  --Fill in the cost distribution field
    --This total must always add up to 100%

Section VII
--Paid Appointments
  --Fill in Start Date Field(s)
  --Fill in End Date Field(s)
    --Use 12/31/9999 if there is no end date
  --Fill in Position Number field(s)
  --Fill in Title Modifier field(s), if necessary
    --1—Acting
    --2—Interim
    --5—Visiting
  --Fill in Employee Subgroup field(s)
    --B1—REG MGR/PROF SALARY
    --B2—REG MGR/PROF HOURLY
    --C2—REG OFF/SRV HOURLY
    --D1—STD GRAD ASST SAL
    --F1—TEM ACADEMIC SAL
    --F2—TEM ACADEMIC HOURLY
    --J1—REG SP TERM FAC/S (Tenure Track)
    --K1—REG TEN FAC/S (Tenured)
    --L1—REG SPECIAL FAC/S
    --M1—REG ACAD ADMIN SAL
    --N1—REG ADMIN SALARIED
    --W1—TEMP NON FAC SAL
    --W2—TEMP NON FAC HRLY
Section VIII

--Residence Status (I-9)

--Fill in this section for any hire, rehire, or campus transfer in
--Choose Citizen, Non-Citizen, or Alien, permanent resident
--Non-citizen is for people on visa status
--Alien, permanent resident is people with green cards

--Date Specifications
--Fill in I-9 date and first working date for all new hires, student hires, rehires, volunteer
hires, rehires as volunteer, and campus transfer ins
--Fill in Last Working Date for all separations
--Fill in Tenure Date and Tenure Notify Dates as or if those dates are established

Section IX

--Additional Comments or Exceptions
--Enter any comments needed to explain the PAF Action

Section X

--Approval Signatures
--Get all necessary signatures needed to complete PAF
--PAF is normally signed by person completing form and supervisor of employee
or head of department
--All PAFs for employees of Academic Colleges must be signed by Dean's Office
--All PAFs for faculty, Office/Service employees, and Managerial/Professional
Employees for Academic Colleges must be signed by Academic Affairs
Section XI
--Mark if any attachments are included
--W4
--Personal Data Form (PDF)
--Banking deposit information
--Miscellaneous
Employee Name: American, Franco, J
Personnel #: 
Organizational Unit Name: HPER
Org. Unit Phone: 4-2573

Effective Dates of Action (MM/DD/YYYY):
Appointment Effective Date: FROM 10/22/2010 TO 12/31/9999
Start/Stop Pay Date: FROM 10/22/2010 TO 12/31/9999

Description of Action (enter X in a box):
X New Hire
□ Student Hire
□ Ancillary Hire
□ Volunteer Hire
□ NonResAlien Hiring Addendum
□ Campus Transfer In

Staff or Temp Hire Example:
□ Rehire
□ Rehire as Volunteer
□ Rehire as Ancillary
□ Funding Change
□ Employment % - FTE Change *
□ Salary/Rate Change *
□ Organizational Change *
□ Separation *
□ Separation with Pay *
□ Campus Transfer Out *
□ LOA without Pay
□ LOA with Pay
□ Return from LOA
* Requires a Reason Code

Action (IT0000)
Reason Code: 
Position #: 64596
Position Title: Staff Secretary III
U.S. Citizen?: □ Yes □ No

Personal Data (IT0002)
Refer to Personal Data Form

Organizational Assignment (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
100 for 12 month

Ret/Ancil
Not Eligible

All Current Positions at the University

<table>
<thead>
<tr>
<th>This Position</th>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>64596</td>
<td>Staff Secretary III</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>=100%</td>
</tr>
</tbody>
</table>

Addresses (IT0006)
Refer to Personal Data Form

Planned Working Time (IT0007)
Work schedule rule:
□ Salary
X Negative Time Reporting
M-F @ 8 hours/day
□ Positive Time Reporting
Number of hours scheduled per week
(Include total time worked at the University in all positions)
Contract Length Code: 12
Leave Plan Code: 1C
Employment % (FTE): 100

Basic Pay (IT0008)
Wage Type: 1001
Wage Type: 
Amr $ 9.074 X hr
□ mo
Wage Type: 
Wage Type: 
Amr $ 
□ hr
□ mo

PAF Revised 4-7-00
### COST DISTRIBUTION (IT9027)

<table>
<thead>
<tr>
<th>Cost Code: Grant Funded?</th>
<th>Cost Center / WBS Element</th>
<th>Position Number</th>
<th>Wage Type</th>
<th>$ Rate Hourly or Monthly</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Yes</td>
<td>4110100100</td>
<td>64596</td>
<td>1001</td>
<td>9.074</td>
<td>75.00%</td>
</tr>
<tr>
<td>X Yes</td>
<td>4342550100</td>
<td>64596</td>
<td>1001</td>
<td>9.074</td>
<td>25.00%</td>
</tr>
<tr>
<td>X Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Percentage must equal 100% for any given point in time

**TOTAL = 100 %**

### PAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Position #</th>
<th>Title Modifier</th>
<th>Employee Subgroup</th>
<th>Budgeted Annual Salary</th>
<th>OR Amount To Be Paid</th>
<th>FTE % relative to full time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/22/2010</td>
<td>12/31/9999</td>
<td>64596</td>
<td>C2</td>
<td></td>
<td>18873.92</td>
<td></td>
<td>100.00%</td>
</tr>
</tbody>
</table>

### UNPAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
<th>Organizational Unit Number</th>
</tr>
</thead>
</table>

### BANK DETAILS (IT0009) / TAX AREA (IT0207) / TAX WITHHOLDING W4/W5 (IT0210)

### ADDITIONAL PERSONAL DATA refer to Personal Data Form

### RESIDENCE STATUS (I-9) (IT0094)

| X C - Citizen | N - Non-citizen | A - Non-Resident Alien |

### DATE SPECIFICATIONS (IT0094) When entering in date use month/day/year

<table>
<thead>
<tr>
<th>I-9 Date required</th>
<th>10/22/2010 (To be completed by Personnel Services)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Working Date required</td>
<td>10/22/2010</td>
</tr>
<tr>
<td>Tenure Date</td>
<td>University Service Date</td>
</tr>
<tr>
<td>Tenure Notify Date</td>
<td>Leave Accrual Date</td>
</tr>
<tr>
<td>Last Working Date</td>
<td>Probation End Date</td>
</tr>
</tbody>
</table>

### EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Form

### ADDITIONAL COMMENTS OR EXCEPTIONS:

______________________________________________________

______________________________________________________

______________________________________________________

______________________________________________________

### APPROVAL SIGNATURES

Employee Completing Form:

Date ___________ Date ___________ Date ___________

### ATTACHMENTS

- Personal Data Form (PDF)  [X]
- Form W-4 (required for all new/returning employees) / Form W-5 (optional)  [X]
- Form I-9 photocopies of documentation (required for all new/returning employees)  [X]
- Bank Deposit form  [X]
- Correspondence and supportive documentation  [ ]

PAF Revised 4-7-00
Section II
Filling Out PDFs
Filling Out Personal Data Forms

The Personal Data Form (PDF) should be filled out for all new hires, student hires, campus transfer ins, volunteer hires, and ancillary hires. This form permits employees to provide information such as name, addresses, date of birth, emergency contact information, race, gender, ethnicity, education, and other qualifications. A new PDF should be filled out whenever the personal information needs to be changed.

Section I
--Fill in Employee Name Field (Last Name, First Name, Middle Initial)
--Fill in personnel number, if available (new hires will not have a personnel number)
--Fill in Organizational Unit Name
--Fill in Organizational Unit Phone

Section II
--Effective Date
   --Enter action effective date in From field
   --Select either the new box for a new employee or the update box for a current employee

Section III
--Personal Data (IT0002)
   --Fill in Last Name field
   --Fill in Name at Birth field, if necessary
   --Fill in First Name field
   --Fill in Middle Initial field
   --Fill in Known As field if there is a preferred nickname
   --Fill in Birth Date field
   --Select either the male or female box by “Gender”

Section IV
--Permanent Home Address (IT0006)
   --Fill in Spouse’s Name field (optional)
   --Fill in Street field
   --Fill in City field
   --Fill in State field
   --Fill in Zip field
   --Fill in Telephone field
   --Fill in E-mail field (optional)
   --Mark box if address information is to be suppressed from the campus directory
   --This is the address where all official university correspondence will be sent

Section V
--Current Home Address (IT0006)
--If information is the same as permanent home address information, please write “same as above”. If not
   --Fill in c/o field (optional)
Section VI
--Work Address (IT0006)
  --Fill in Building field
  --Fill in Room Number field
  --Fill in Campus/City field with campus acronym
  --Fill in County field
  --Fill in State field
  --Fill in Zip field
  --Fill in Telephone field
  --Fill in Fax field
  --E-Mail field may be left blank as the campus e-mail is the default choice in SAP

Section VII
--Emergency Contact (IT0006)
  --Fill in Name field
  --Fill in Telephone field
  --Fill in Alternate Telephone field, if applicable

Section VIII
--Additional Personal Data (IT0077)
  --By Ethnicity, check either Hispanic/Latino or Not Hispanic/Latino
  --By Race, check all that apply
    --American Indian/Alaskan Native
    --Asian
    --Black or African American
    --Native Hawaiian or Other Pacific Islander
    --White
    --Unknown
  --By Veteran, check all that apply
    --Non Veteran
    --Special Disabled Veteran
    --Vietnam Era Veteran
    --Other Protected Vet
    --Recently Separated Vet
    --Disabled Veteran
    --Armed Forces Service Medal Veteran
    --Unknown
  --Enter Discharge date, if applicable
  --By Military Status, check either Not Applicable or Active National Guard
  --By Medicare Eligible check either Yes or No
Section IX
--Education (IT0022) (if applicable)
   --Enter date of graduation field
   --Enter type of educational institution field (community college, university, tech school, etc.)
   --Enter Institutional Name field
   --Enter Certificate/Degree field
   --Mark whether or not this is the highest possible degree in your field
--This information is only collected on permanent or temporary employees, not student employees.
--Only college or technical school information is collected

Section X
--Qualifications (IT0024) (if applicable)
   --Check License and list types of licenses held
   --Check Certification and list types of certifications held
   --2 Other boxes are listed for multiple licenses, certifications, or other information
   --Check Programming language and fill in programs known and select level of proficiency
   --Check Foreign Languages and fill in languages known and level of proficiency

Section XI
--Employee signs and dates PDF to validate document
**Personal Data Form**

**Employee Name** | Last | Schwardo | First | Sy | M.I. |
---|---|---|---|---|---|
**Personnel Number** | | | | | |
**Organizational Unit Name** | Research & Development | Org Unit Phone | 554-1234 |

**EFFECTIVE DATE**
From | 12/1/2010 | (MM/DD/YYYY) | x | New | □ | Update |

**PERSONAL DATA (IT0002)**
 Last Name | Schwardo | Name at Birth | | | (no period) |
First Name | Sy | Middle Initial | | | |
Known as | | | | | |
Birth date | 4/30/1977 | Gender | x | Male | □ | Female |

**PERMANENT HOME ADDRESS (IT0006) (no punctuation or dashes)**
(This is the address to which official University correspondence, including tax documents, will be mailed)
 Spouse’s name (if applicable) | | | |
Street | 5678 Parts Unknown | | |
City | Whoville | State | WY | Zip | 95124 |
Telephone | 123-456-7890 | E-mail | getmeoutofhere@help.com |
□ | | | I do not wish to have my home address information published in the University directory. (xdir) |

**CURRENT HOME ADDRESS (IT0006) (no punctuation or dashes)**
c/o | | |
Street | same as above | |
City | | State | Zip | |
Telephone | | E-mail | |

**WORK ADDRESS (IT0006) (no punctuation or dashes)**
 Building | EAB | |
Room Number | 0 | Campus/City | UNO | County | Douglas |
State | ne | Zip | 68182 | Telephone | 554-1234 |
Fax | 402-554-4321 | E-mail | |

**EMERGENCY CONTACT (IT0006) (no punctuation or dashes)**
 Name | Edmond Vellplants | |
Telephone | 402-576-8462 | Alternate Telephone | |
ADDITIONAL PERSONAL DATA (IT0077)

Ethnicity ("X" one)  
- Hispanic/Latino (E1)  
- Not Hispanic/Latino (E2)

Race ("X" all that apply)  
- American Indian/Alaskan Native (R1)  
- Asian (R2)  
- Black or African American (R3)
- Native Hawaiian or Other Pacific Islander (R4)
- White (R5)  
- Unknown (R9)

Veteran ("X" all that apply)  
- Non Veteran (V1)  
- Special Disabled Veteran (V2)  
- Vietnam Era Veteran (V3)
- Other Protected Vet (V4)  
- Recently Separated Vet (V5)
- Unknown (V8)
- Disabled Veteran (V7)
- Armed Forces Service Medal Veteran (V6)

Discharge Date  
- Military Status  
- Not Applicable  
- Active National Guard

Medicare eligible  
- Yes  
- No

EDUCATION (IT0022) (not required for student workers)

Date of graduation  
- May-03

Type of educational institution  
- College

Institutional name (Institute acronym preferred)  
- MIT

Certificate/Degree  
- PhD

Is this the highest possible degree in your field?  
- Yes  
- No

EDUCATION (IT0022) (additional degrees, if any)

Date of graduation  
- 15-May

Type of educational institution  
- College

Institutional name (Institute acronym preferred)  
- MIT

Certificate/Degree  
- MS

Is this the highest possible degree in your field?  
- Yes  
- No

QUALIFICATIONS (IT0024) (skills, licenses and certifications, if applicable)

- License
- Certification
- Other

- Programming language
- Foreign language

Proficiency:  
- Low  
- Average  
- High  
- Excellent

Employee Signature  
- Date
Section III
New Hire
NEW HIRE

Use for a non-student employee with no prior work history at the University. The form is designed for the department to complete the white areas and Human Resources to complete the shaded areas.

Complete the following required fields:

HEADER INFORMATION

Employee Name (Last, First, Middle Initial)
Personnel # - To be completed by Human Resources
Organizational Unit Name (Department)
Org Unit Phone (Department)

EFFECTIVE DATES

Appointment Effective Date:
From - Enter the date of the employee's first day of work
To - Enter 12/31/9999 if the appointment is on-going. If the appointment is temporary, enter the expected last day of work date in the "To" date to reflect the length of the contract.

Start/Stop Pay Date: (If different from appointment date)
From - Enter the date of the employee's first day of pay if different from the first day of work. (e.g., Faculty member's first day of work is the first day of the Academic Year but their first date of pay is 09/01/ ----).
To - Enter stop pay date if different from the Appointment Effective Date "To".

DESCRIPTION OF ACTION

Select "New Hire" (Paid employees except students)

ACTION (IT0000)

Leave Reason code blank for new hires actions
Enter Position Number (Use primary position if there are multiple jobs)
Enter Position Title
Indicate if Citizen or Not

PERSONAL DATA (IT0002)

Refer to Personal Data Form
ORGANIZATIONAL ASSIGNMENT (IT0001)

Enter Benefits Percent or Not Eligible

CURRENT POSITIONS AT THE UNIVERSITY
Enter Position Number for this position. If the employee is assigned to multiple positions, list all assigned position numbers.
Enter Position Title(s)
Enter Staffing Percent - Enter appropriate percentage of work time spent in this position. If the employee is assigned to more than one position, each position should reflect the appropriate percent. The percentage for the position(s) must total 100%.

ADDRESSES (IT0006)
Refer to Personal Data Form

PLANNED WORKING TIME (IT0007)

Work schedule rule - Check salary, negative time reporting, or positive time reporting. Complete additional fields for negative and positive time reporting. Especially number of hours scheduled per week for positive time.

Contract length code:
01 - Academic Year Paid 9/9 Months
02 - Academic Year Paid 9/12 Months
03 - 10/10 Months
05 - Summer Session
06 - Fall Semester
07 - Spring Semester
08 - Other
09 - Spring Summer/8 Months
12 - 12/12 Months

Leave Plan Code:
OB - Biweekly Not Eligible Vacation/Sick Leave
OM - Monthly Not Eligible Vacation/Sick Leave
1B - Biweekly Managerial/Professional Vacation/Sick Leave
1C - Biweekly Office/Service Vacation/Sick Leave
2A - 12 Month Academic/Administrative Vacation/Sick Leave
2B - 12 Month Managerial/Professional Vacation/Sick Leave

Employment % - Enter the total FTE for all positions.
BASIC PAY (IT0008)

Complete a line for each applicable wage type:

Select appropriate wage type:
1001 - Hourly Rate
1003 - Regular Monthly Rate
1008 - 9 Months Paid Over 12 Months
1010 - Administrative Stipend
1037 - Temporary Salary
1406 - Professorship

Enter Amount - Monthly salary if the employee is monthly or hourly pay rate if the employee is paid hourly (to three decimal places for both hourly and salaried).

COST DISTRIBUTION (IT9027)

Check which type of cost code (Grant funded or not)
Enter Cost Center(s)/WBS Element(s)
Enter Position Number(s)
Select appropriate wage type:
1001 - Hourly Rate
1003 - Regular Monthly Rate
1008 - 9 Months Paid Over 12 Months
1010 - Administrative Stipend
1037 - Temporary Salary
1406 - Professorship

Enter $ Rate
- Salaried employees - Enter the monthly amount to be distributed to each applicable cost center by position.
- Hourly paid employees - Enter the hourly rate for each position.
Enter Percent of Cost Distribution - Enter appropriate % for distribution of employee's pay and benefits for each wage type.

PAID APPOINTMENTS (IT9001) - List primary appointment first

Start Date - Date employee was assigned to position.
End Date - Date employee's assignment is to end. If end date is unknown, enter 12/31/9999.
Enter Position Number
Enter Title Modifier: (if appropriate)
- Blank - Not needed
- 1 - Acting
- 2 - Interim
- 5 - Visiting
Enter Employee Subgroup
B1--REG MGR/PROF SALARY
B2--REG MGR/PROF HOURLY
C2--REG OFF/SRV HOURLY
F1--TEM ACADEMIC SAL
F2--TEM ACADEMIC HOURLY
J1--REG SP TERM FAC/S
K1--REG TEN FAC/S
L1--REG SPECIAL FAC/S
M1--REG ACAD ADMIN SAL
N1--REG ADMIN SALARIED
W1--TEMP NON FAC SAL
W2--TEMP NON FAC HRLY
Y1--TEMP MGR PROF SAL
Z2--TEMP OFF/SRV HRLY

In the appropriate column, enter budgeted annual salary for regular employees or enter
the amount to be paid for temporary employees.
Enter FTE Percentage

UNPAID APPOINTMENTS

Start Date - Date employee's assignment is to begin.
End Date - Date employee's assignment is to end. If end date is unknown, enter
12/31/9999.
Enter title of position
Enter Title Modifier: (If appropriate)
   Blank - Not needed
   3 - Adjunct
   4 - Courtesy
   5 - Visiting
   6 - Emeritus
   T-Tenure
Organizational Unit - Enter organizational unit number (Department) with which the
unpaid position is to be associated.

PAYMENT DISTRIBUTION INFORMATION (IT0009)

Refer to Personal Data Form

ADDITIONAL PERSONAL DATA (IT0077)

Refer to Personal Data Form
RESIDENCE STATUS (IT0094)

Select the appropriate residence status based on the completed I-9.

DATE SPECIFICATIONS (IT0041)

I-9 Date - Required for all employees (Date I-9 is signed by employer)
First Working Day - Date required for all employees
Tenure Date, Tenure Notify Date, and Other - If appropriate.
Univ Service Date, Leave Accrual Date, and Probation End Date - To be completed by Human Resources

EDUCATION (IT0022) - Not required for student workers

Refer to Personal Data Form

QUALIFICATIONS (IT0024)

Refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS: (No related infotype)

Enter any additional comments or instructions, will not be stored in SAP.

SIGNATURES (No related Infotype)

Approval signatures as required.

ATTACHMENTS (No related infotype)

Enter an X in appropriate box(es)

Personal Data Form (PDF)
W-4 Form - Required/Form
I-9 Form - Required
Bank Deposit Form
Correspondence and supportive documentation - If applicable
Work Study Information Form (WIF)
Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date FROM 8/24/2010 TO 12/17/2010
Start/Stop Pay Date FROM 09/01/2010 TO 12/31/2010

DESCRIPTION OF ACTION (enter X in a box)  Faculty Hire Example
X New Hire          ☐ Rehire
☐ Student Hire   ☐ Rehire as Volunteer
☐ Ancillary Hire       ☐ Rehire as Ancillary
☐ Volunteer Hire         ☐ Funding Change
☐ NonResAllen Hiring Addendum ☐ Employment % - FTE Change *
☐ Campus Transfer in ☐ SalaryRate Change *
☐ Organizational Change*    ☐ Separation *
                             ☐ Separation with Pay*
                             ☐ Campus Transfer Out*
                             ☐ LOA without Pay
                             ☐ LOA with Pay
                             ☐ Return from LOA
                             * Requires a Reason Code

ACTION (IT0000)
Reason Code         Position # 62158  Position Title Lecturer  U.S. Citizen? X Yes  No

PERSONAL DATA (IT0002) refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (contribution percentage toward benefits for contractual period):

ALL CURRENT POSITIONS AT THE UNIVERSITY

<table>
<thead>
<tr>
<th>This Position</th>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>62158</td>
<td>Lecturer</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>=100%</td>
</tr>
</tbody>
</table>

ADDRESSES (IT0006) refer to Personal Data Form

PLANNED WORKING TIME (IT0007)
Work schedule rule:
X Salary  ☐ Negative Time Reporting  ☐ Positive Time Reporting
M-F @ 8 hours/day  Number of hours scheduled per week
Shift  (include total time worked at the University in all positions)
Other hours per day
Shift

Contract Length Code: 06  Leave Plan Code: 0M  Employment % (FTE): 25

BASIC PAY (IT0008)

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Amt $</th>
<th></th>
<th></th>
<th>Wage Type</th>
<th>Amt $</th>
<th></th>
<th></th>
<th>Wage Type</th>
<th>Amt $</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1037</td>
<td>525.00</td>
<td>hr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amt $</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PAF Revised 4-7-00
COST DISTRIBUTION (IT9027)

<table>
<thead>
<tr>
<th>Cost Code: Grant Funded?</th>
<th>Cost Center / WBS Element</th>
<th>Position Number</th>
<th>Wage Type</th>
<th>$ Rate</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes [X] No</td>
<td>4105200100</td>
<td>62158</td>
<td>1037</td>
<td>525.00</td>
<td>100</td>
</tr>
<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Percentage must equal 100% for any given point in time

TOTAL = 100 %

PAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Position #</th>
<th>Title Modifier</th>
<th>Employee Subgroup</th>
<th>Budgeted Annual Salary</th>
<th>OR</th>
<th>Amount To Be Paid</th>
<th>FTE % relative to full time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24/2010</td>
<td>12/17/2010</td>
<td>62158</td>
<td></td>
<td>F1</td>
<td></td>
<td></td>
<td>$2,100</td>
<td>25%</td>
</tr>
</tbody>
</table>

UNPAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
<th>Organizational Unit Number</th>
</tr>
</thead>
</table>

BANK DETAILS (IT0009) / TAX AREA (IT0207) / TAX WITHHOLDING W4/W5 (IT0210)

ADDITIONAL PERSONAL DATA refer to Personal Data Form

RESIDENCE STATUS (I-9) (IT0094) [X] C - Citizen [ ] N - Non-citizen [ ] A - Non-Resident Alien

DATE SPECIFICATIONS (IT0094) When entering in date use month/day/year

I-9 Date required 08/15/2010 (To be completed by Personnel Services)

First Working Date required 08/15/2010

Tenure Date

Tenure Notify Date

Last Working Date

EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS:

________________________________________________________________________

________________________________________________________________________

APPROVAL SIGNATURES
Employee Completing Form:

[X] __________________________ Date __________________________ Date __________________________

[X] __________________________ Date __________________________ Date __________________________

ATTACHMENTS

[X] Personal Data Form (PDF)

[X] Form W-4 (required for all new/returning employees) / Form W-5 (optional)

[X] Form I-9 photocopies of documentation (required for all new/returning employees)

[X] Bank Deposit form

[ ] Correspondence and supportive documentation

PAF Revised 4-7-00
Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date FROM 10/22/2010 TO 12/31/9999
Start/Stop Pay Date FROM 10/22/2010 TO 12/31/9999

DESCRIPTION OF ACTION (enter X in a box)  Staff or Temp Hire Example

- New Hire
- Student Hire
- Ancillary Hire
- Volunteer Hire
- NonRes/Alleged Hiring Addendum
- Campus Transfer In

- Separation *
- Separation with Pay *
- Campus Transfer Out *
- LOA without Pay
- LOA with Pay
- Return from LOA

* Requires a Reason Code

ACTION (IT0000)
Reason Code . Position # 64596 . Position Title Staff Secretary III . U.S. Citizen? Yes

PERSONAL DATA (IT0002) refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
100 for 12 month

ALL CURRENT POSITIONS AT THE UNIVERSITY

<table>
<thead>
<tr>
<th>This Position</th>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>64596</td>
<td>Staff Secretary III</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>=100%</td>
</tr>
</tbody>
</table>

ADDRESSES (IT0006) refer to Personal Data Form

PLANNED WORKING TIME (IT0007)
Work schedule rule:

- Salary
- Negative Time Reporting M-F @ 8 hours/day
- Shift
- Other hours per day

- Positive Time Reporting
- Number of hours scheduled per week
- (Include total time worked at the University in all positions)

Contract Length Code: 12 Leave Plan Code: 1C Employment % (FTE): 100

BASIC PAY (IT0008)
Wage Type 1001 Amt $ 9,074 x hr m mo Wage Type Amt $ h r m mo Wage Type Amt $ h r m mo
Wage Type
Wage Type

PAF Revised 4-7-00
COST DISTRIBUTION (IT9027)

<table>
<thead>
<tr>
<th>Cost Code: Grant Funded?</th>
<th>Cost Center / WBS Element</th>
<th>Position Number</th>
<th>Wage Type</th>
<th>$ Rate Hourly or Monthly</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>4110100100</td>
<td>64596</td>
<td>1001</td>
<td>9.074</td>
<td>75.00%</td>
</tr>
<tr>
<td>No</td>
<td>4342550100</td>
<td>64596</td>
<td>1001</td>
<td>9.074</td>
<td>25.00%</td>
</tr>
</tbody>
</table>

Note: Percentage must equal 100% for any given point in time

TOTAL = 100%

PAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Position #</th>
<th>Title Modifier</th>
<th>Employee Subgroup</th>
<th>Budgeted Annual Salary</th>
<th>Amount To Be Paid</th>
<th>FTE % relative to full time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/22/2010</td>
<td>12/31/9999</td>
<td>64596</td>
<td>C2</td>
<td></td>
<td>18873.92</td>
<td></td>
<td>100.00%</td>
</tr>
</tbody>
</table>

UNPAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
<th>Organizational Unit Number</th>
</tr>
</thead>
</table>

BANK DETAILS (IT0009) / TAX AREA (IT0207) / W4/W5 (IT0210)

ADDITIONAL PERSONAL DATA refer to Personal Data Form

RESIDENCE STATUS (I-9) (IT0094)

X C - Citizen  N - Non-citizen  A - Non-Resident Alien

DATE SPECIFICATIONS (IT0094) When entering in date use month/day/year

<table>
<thead>
<tr>
<th>I-9 Date required</th>
<th>First Working Date required</th>
<th>University Service Date</th>
<th>Leave Accrual Date</th>
<th>Probation End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/22/2010</td>
<td>10/22/2010</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS:

__________________________

__________________________

__________________________

__________________________

__________________________

__________________________

__________________________

APPROVAL SIGNATURES

Employee Completing Form:

__________________________ Date ____________________ Date ____________________ Date ____________________

__________________________ Date ____________________ Date ____________________ Date ____________________

ATTACHMENTS

X Personal Data Form (PDF)
X Form W-4 (required for all new/returning employees) / Form W-5 (optional)
X Form I-9 photocopies of documentation (required for all new/returning employees)
X Bank Deposit form
□ Correspondence and supportive documentation
Section IV
Student Hire
STUDENT HIRE

Use for Graduate Assistants, Student Workers, or Work Study Students with no prior work history at the University. The form is designed for the department to complete the white areas and Human Resources to complete the shaded areas.

Complete the following required fields:

HEADER INFORMATION

Employee Name (Last, First, Middle Initial)
Personnel # - To be completed by Human Resources
Organizational Unit Name (Department)
Org Unit Phone (Department)

EFFECTIVE DATES

Appointment Effective Date:
  From - Enter the date of the employee's first day of work
  To - Enter 12/31/9999 if the appointment is on-going. If the appointment is temporary, enter the expected last day of work date in the "To" date to reflect the length of the contract.
Start/Stop Pay Date: (If different from appointment date)
  From - Enter the date of the employee's first day of pay if different from the first day of work. (e.g., GA's first day of work is the first day of the Academic Year but their first date of pay is 08/01/----).
  To - Enter stop pay date if different from the Appointment Effective Date "To".

DESCRIPTION OF ACTION

Select "Student Hire"
Complete number of Credit Hours Enrolled

ACTION (IT0000)

Leave Reason code blank for student hire action
Enter Position Number (Primary position)
Enter Position Title
Indicate if Citizen or Not

PERSONAL DATA (IT0002)

Refer to Personal Data Form
ORGANIZATIONAL ASSIGNMENT (IT0001)

Enter Not Eligible

CURRENT POSITIONS AT THE UNIVERSITY
Enter Position Number for this position. If the employee is assigned to multiple positions, list all assigned position numbers.
Enter Position Title(s)
Enter Staffing Percent - Enter appropriate percentage of work time spent in this position. If the employee is assigned to more than one position, each position should reflect the appropriate percent. The percentage for the position(s) must total 100%.

ADDRESSES (IT0006)
Refer to Personal Data Form

PLANNED WORKING TIME (IT0007)

Work schedule rule - Check salary or positive time reporting. Complete additional fields for positive time reporting. Especially for positive time hours per week.

Contract length code:
  03 - 10/10 Months
  05 - Summer Session
  06 - Fall Semester
  07 - Spring Semester
  08 - Other

Leave Plan Code:
  OB - Biweekly Not Eligible Vacation/Sick Leave
  OM - Monthly Not Eligible Vacation/Sick Leave
Employment % - Enter the total FTE for all positions.

BASIC PAY (IT0008)

Complete a line for each applicable wage type:

Select appropriate wage type:
  1001 - Hourly Rate
  1037 - Temporary Salary
Enter Amount - Monthly salary if the employee is monthly or hourly pay rate if the employee is paid hourly (to three decimal places for both hourly and salaried).
COST DISTRIBUTION (IT9027)

Check which type of cost code (Grant funded or not)
Enter Cost Center(s)/WBS Element(s)
Enter Position Number(s)
Select appropriate wage type:
  1001 - Hourly Rate
  1037 - Temporary Salary
Enter $ Rate
  Salaried employees - Enter the monthly amount to be distributed to each applicable cost center by position.
  Hourly paid employees - Enter the hourly rate for each position.
Enter Percent of Cost Distribution - Enter appropriate % for distribution of employee's pay and benefits for each wage type.

PAID APPOINTMENTS (IT9001) - List primary appointment first

Start Date - Date employee was assigned to position.
End Date - Date employee's assignment is to end. If end date is unknown, enter 12/31/9999.
Enter Position Number
Enter Employee Subgroup
  D1--STD GRAD ASST SAL
  S1--STUDENT SALARIED
  S2--STUDENT HOURLY
Enter amount to be paid for student employees
Enter FTE Percentage

UNPAID APPOINTMENTS

Start Date - Date employee's assignment is to begin.
End Date - Date employee's assignment is to end. If end date is unknown, enter 12/31/9999.
Enter title of position
Organizational Unit - Enter organizational unit number (Department) with which the unpaid position is to be associated.

PAYMENT DISTRIBUTION INFORMATION (IT0009)

Refer to Personal Data Form

ADDITIONAL PERSONAL DATA (IT0077)

Refer to Personal Data Form
RESIDENCE STATUS (IT0094)

Select the appropriate residence status based on the completed I-9.

DATE SPECIFICATIONS (IT0041)

I-9 Date - Required for all employees (Date I-9 is signed by employer)
First Working Day - Date required for all employees

EDUCATION (IT0022) - Not required for student workers

Refer to Personal Data Form

QUALIFICATIONS (IT0024)

Refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS: (No related infotype)

Enter any additional comments or instructions, will not be stored in SAP.

SIGNATURES (No related Infotype)

Approval signatures as required.

ATTACHMENTS (No related infotype)

Enter an X in appropriate box(es)

Personal Data Form (PDF)
W-4 Form - Required/Form
I-9 Form - Required
Bank Deposit Form
Correspondence and supportive documentation - If applicable
Work Study Information Form (WIF)--If applicable
**Personnel Action Form**

**EFFECTIVE DATES OF ACTION (MM/DD/YYYY):**
- Appointment Effective Date: FROM 12/1/2010 TO 05/31/2011
- Start/Stop Pay Date: FROM 12/1/2010 TO 05/31/2011

**DESCRIPTION OF ACTION (enter X in a box) Student Hire Example**
- New Hire
- Student Hire CrHrs 16
- Ancillary Hire
- Volunteer Hire
- NonResAlien Hiring Addendum
- Campus Transfer In
- Rehire
- Rehire as Volunteer
- Rehire as Ancillary
- Funding Change
- Employment % - FTE Change *
- Salary/Rate Change *
- Organizational Change *
- Separation *
- Separation with Pay *
- Campus Transfer Out *
- LOA without Pay
- LOA with Pay
- Return from LOA
  * Requires a Reason Code

**ACTION (IT0000)**
- Reason Code
- Position # 64698
- Position Title Student Worker
- U.S. Citizen? Yes [x] No

**PERSONAL DATA (IT0002)** refer to Personal Data Form

**ORGANIZATIONAL ASSIGNMENT (IT0001)**
- Benefits % (Contribution percentage toward benefits for contractual period):
  - for 12 month
  - for 9/10 month
  - Ret/Ancil
  - NE Not Eligible

**ALL CURRENT POSITIONS AT THE UNIVERSITY**

<table>
<thead>
<tr>
<th>This Position</th>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>64698</td>
<td>Student Worker</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>=100%</td>
</tr>
</tbody>
</table>

**ADDRESSES (IT0006)** refer to Personal Data Form

**PLANNED WORKING TIME (IT0007)**
- Work schedule rule:
  - [x] Positive Time Reporting
  - Number of hours scheduled per week 8
    - (Include total time worked at the University in all positions)

**BASIC PAY (IT0008)**
- Wage Type 1001
  - Amt $ 7,000 [x] hr [ ] mo
- Wage Type
  - Amt $ [ ] hr [ ] mo

PAF Revised 4-7-00
COST DISTRIBUTION (IT9027)

<table>
<thead>
<tr>
<th>Cost Code: Grant Funded?</th>
<th>Cost Center / WBS Element</th>
<th>Position Number</th>
<th>Wage Type</th>
<th>$ Rate</th>
<th>Hourly or Monthly</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>4142000000</td>
<td>64698</td>
<td>1001</td>
<td>7.000</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Note: Percentage must equal 100% for any given point in time

TOTAL = 100%

PAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Position #</th>
<th>Title Modifier</th>
<th>Employee Subgroup</th>
<th>Budgeted Annual Salary OR Amount To Be Paid</th>
<th>FTE % relative to full time</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/2010</td>
<td>05/31/2011</td>
<td>64698</td>
<td>S2</td>
<td>$2,912</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>

UNPAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

BANK DETAILS (IT0009) / TAX AREA (IT207): NE / TAX WITHHOLDING W4/W5 (IT0210)
ADDITIONAL PERSONAL DATA refer to Personal Data Form

RESIDENCE STATUS (I-9) (IT0094)

<table>
<thead>
<tr>
<th>Residence Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Citizen</td>
</tr>
<tr>
<td>N Non-citizen</td>
</tr>
<tr>
<td>A Non-Resident Alien</td>
</tr>
</tbody>
</table>

DATE SPECIFICATIONS (IT0094)

When entering in dates use month/day/year

- I-9 Date required
- First Working Date required
- University Service Date
- Leave Accrual Date
- Probation End Date
- Tenure Date
- Tenure Notify Date
- Last Working Date

EDUCATION & QUALIFICATIONS (IT0099) refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES

Employee Completing Form:

X ________________________ Date _____________ Date ___________

X ________________________ Date _____________ Date ___________

ATTACHMENTS

- X Personal Data Form (PDF)
- X Form W-4 (required for all new/returning employees) / Form W-5 (optional)
- X Form I-9 photocopies of documentation (required for all new/returning employees)
- X Bank Deposit form
- ☐ Correspondence and supportive documentation

PAF Revised 4-7-00
Section V
Volunteer Hire
VOLUNTEER HIRE

Use the volunteer hire for an employee with no prior work history at the University. Volunteer employees receive neither pay nor benefits from the University. This action should not be used to hire a new employee, a new student employee, an ancillary employee, or an individual who has a prior work history with the University. The form is designed for the department to complete the white areas and Human Resources to complete the shaded areas.

Complete the following required fields:

HEADER INFORMATION

   Employee Name (Last, First, Middle Initial)
   Personnel # - To be completed by Human Resources
   Organizational Unit Name (Department)
   Org Unit Phone (Department)

EFFECTIVE DATES

   Appointment Effective Date:
      From - Enter the date of the employee's first day of work
      To - Enter 12/31/9999 if the appointment is on-going. If the appointment is temporary, enter the expected last day of work date in the "To" date to reflect the length of the contract.

DESCRIPTION OF ACTION

   Select "Volunteer Hire"

ACTION (IT0000)

   Leave Reason code blank for new hires actions
   Enter Position Number
   Enter Position Title
   Indicate if Citizen or Not

PERSONAL DATA (IT0002)

   Refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)

   Enter Not Eligible
CURRENT POSITIONS AT THE UNIVERSITY
Enter Position Number(s)
Enter Position Title(s)
Enter Staffing Percent - 100%.

ADDRESSES (IT0006)
Refer to Personal Data Form

UNPAID APPOINTMENTS (IT0001)
Start Date - Date employee's assignment is to begin.
End Date - Date employee's assignment is to end. If end date is unknown, enter 12/31/9999.
Enter title of position
Enter Title Modifier: (If appropriate)
   Blank - Not needed
   3 - Adjunct
   4 - Courtesy
   5 - Visiting
   6 - Emeritus
Organizational Unit - Enter organizational unit number (Department) with which the unpaid position is to be associated.

ADDITIONAL PERSONAL DATA (IT0077)
Refer to Personal Data Form

RESIDENCE STATUS (IT0094)
Select residence status, if known.

DATE SPECIFICATIONS (IT0041)
First Working Day - Date required for all employees

EDUCATION (IT0022) - Not required for student workers
Refer to Personal Data Form

QUALIFICATIONS (IT0024)
Refer to Personal Data Form
ADDITIONAL COMMENTS OR EXCEPTIONS: (No related infotype)

Enter any additional comments or instructions, will not be stored in SAP. Use this area to enter volunteer's social security number.

SIGNATURES (No related Infotype)

Approval signatures as required.

ATTACHMENTS (No related infotype)

Enter an X in appropriate box(es)
Personal Data Form (PDF)
Correspondence and supportive documentation - If applicable
Employee Name  Last  King  First  Billie  Middle Initial  Jean

Personnel #

Organizational Unit Name  Learning Center  Org. Unit Phone  554-2992

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date  FROM  11/10/2010  TO  12/31/9999
Start/Stop Pay Date  FROM  TO

DESCRIPTION OF ACTION (enter X in a box)
☐ New Hire
☐ Student Hire  CrHrs  ______
☐ Ancillary Hire
☐ Volunteer Hire  X
☐ NonRes Alien Hiring Addendum
☐ Campus Transfer In

Volunteer Hire Example
☐ Rehire
☐ Rehire as Volunteer
☐ Rehire as Ancillary
☐ Funding Change
☐ Employment % - FTE Change *
☐ Salary/Rate Change *
☐ Organizational Change*
☐ Separation *
☐ Separation with Pay*
☐ Campus Transfer Out*
☐ LOA without Pay
☐ LOA with Pay
☐ Return from LOA

* Requires a Reason Code

ACTION (IT0000)
Reason Code  Position #  67999
Position Title  Volunteer
U.S. Citizen?  X Yes  No

PERSONAL DATA (IT0002)  Refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
___________  for 12 month
___________  for 9/10 month
Rel/Ancil  X  Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

<table>
<thead>
<tr>
<th>This Position</th>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>67999</td>
<td>Volunteer</td>
<td>100</td>
</tr>
</tbody>
</table>

TOTAL  =100%

ADDRESSES (IT0006)  Refer to Personal Data Form

PLANNED WORKING TIME (IT0007)
Work schedule rule:
☐ Salary
☐ Negative Time Reporting  M-F @ 8 hours/day  Shift 
☐ Positive Time Reporting  Number of hours scheduled per week (include total time worked at the University in all positions)

Contract Length Code:  Leave Plan Code:  Employment % (FTE):

BASIC PAY (IT0008)
Wage Type  Amt $  __________  __________  __________  Wage Type  Amt $  __________
Wage Type  Amt $  __________  __________  __________  Wage Type  Amt $  __________
**COST DISTRIBUTION (IT9027)**

<table>
<thead>
<tr>
<th>Cost Code:</th>
<th>Grant Funded?</th>
<th>Cost Center / WBS Element</th>
<th>Position Number</th>
<th>Wage Type</th>
<th>$ Rate</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Percentage must equal 100% for any given point in time. TOTAL = 100%

**PAID APPOINTMENTS (IT9001)**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
<th>Employee Subgroup</th>
<th>Budgeted Annual Salary</th>
<th>OR</th>
<th>Amount To Be Paid</th>
<th>FTE % relative to full time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UNPAID APPOINTMENTS (IT9001)**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
<th>Organizational Unit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/10/2010</td>
<td>12/31/9999</td>
<td>Visiting Professor</td>
<td>50000892</td>
</tr>
</tbody>
</table>

**RESIDENCE STATUS (I-9) (IT0904)**

\[X\] - Citizen \[N\] - Non-citizen \[A\] - Non-Resident Alien

**DATE SPECIFICATIONS (IT0094)**

*When entering in date use month/day/year*

I-9 Date \[required\]  
First Working Date \[required\] 11/10/10  
University Service Date  
Leave Accrual Date  
Probation End Date  
Tenure Date  
Tenure Notify Date  
Last Working Date  

**EDUCATION & QUALIFICATIONS (IT0099)**

*refer to Personal Data Form*

**ADDITIONAL COMMENTS OR EXCEPTIONS:**

Ms. King's social security number is xxx-xx-xxxx.

**APPROVAL SIGNATURES**

Employee Completing Form:

X __________________________ Date __________________________ Date ____________

X __________________________ Date __________________________ Date ____________

**ATTACHMENTS**

\[X\] Personal Data Form (PDF)

\[\] Form W-4 \[required\] for all new/returning employees / Form W-5 \[optional\]

\[\] Form I-9 photocopies of documentation \[required\] for all new/returning employees

\[\] Bank Deposit form

\[\] Correspondence and supportive documentation
Section VI
Ancillary Hire
ANCILLARY HIRE

Use the ancillary hire for an employee with no prior work history at the University. Ancillary employees receive only benefits from the University. This action should not be used to hire a new employee, a new student employee, a volunteer employee, or an individual who has a prior work history with the University. The form is designed for the department to complete the white areas and Human Resources to complete the shaded areas.

Complete the following required fields:

HEADER INFORMATION

Employee Name (Last, First, Middle Initial)
Personnel # - To be completed by Human Resources
Organizational Unit Name (Department)
Org Unit Phone (Department)

EFFECTIVE DATES

Appointment Effective Date:
  From - Enter the date of the employee's first day of work
  To - Enter 12/31/9999 if the appointment is on-going. If the appointment is temporary, enter the expected last day of work date in the "To" date to reflect the length of the contract.

DESCRIPTION OF ACTION

Select "Ancillary Hire"

ACTION (IT0000)

Leave Reason code blank for new hires actions
Enter Position Number
Enter Position Title
Indicate if Citizen or Not

PERSONAL DATA (IT0002)

Refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)

Enter Ret/Ancil
CURRENT POSITIONS AT THE UNIVERSITY
Enter Position Number(s)
Enter Position Title(s)
Enter Staffing Percent - 100%.

ADDRESSES (IT0006)
Refer to Personal Data Form

UNPAID APPOINTMENTS (IT0001)

Start Date - Date employee's assignment is to begin.
End Date - Date employee's assignment is to end. If end date is unknown, enter 12/31/9999.
Enter title of position
Enter Title Modifier: (If appropriate)
   Blank - Not needed
   3 - Adjunct
   4 - Courtesy
   5 - Visiting
   6 - Emeritus
Organizational Unit - Enter organizational unit number (Department) with which the unpaid position is to be associated.

ADDITIONAL PERSONAL DATA (IT0077)

Refer to Personal Data Form

RESIDENCE STATUS (IT0094)

Select residence status, if known.

DATE SPECIFICATIONS (IT0041)

First Working Day - Date required for all employees

EDUCATION (IT0022) - Not required for student workers

Refer to Personal Data Form

QUALIFICATIONS (IT0024)

Refer to Personal Data Form
ADDITIONAL COMMENTS OR EXCEPTIONS: (No related infotype)

Enter any additional comments or instructions, will not be stored in SAP. Use this area to enter ancillary's social security number.

SIGNATURES (No related Infotype)

Approval signatures as required.

ATTACHMENTS (No related infotype)

Enter an X in appropriate box(es)
Personal Data Form (PDF)
Correspondence and supportive documentation - If applicable
Employee Name

Last

King

First

Billie

Middle Initial

Jean

Personnel #

Organizational Unit Name

Learning Center

Org. Unit Phone

554-2992

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):

Appointment Effective Date FROM 11/10/2010 TO 12/31/9999

Start/Stop Pay Date FROM TO

DESCRIPTION OF ACTION (enter X in a box)

□ New Hire

□ Student Hire Cr-Hrs ______

□ Ancillary Hire

□ Volunteer Hire

□ NonRes/Allen Hiring Addendum

□ Campus Transfer In

Ancillary Hire Example

□ Rehire

□ Rehire as Volunteer

□ Rehire as Ancillary

□ Funding Change

□ Employment % - FTE Change *

□ Salary/Rate Change *

□ Organizational Change*

□ Separation *

□ Separation with Pay *

□ Campus Transfer Out *

□ LOA without Pay

□ LOA with Pay

□ Return from LOA

* Requires a Reason Code

ACTION (IT0000)

Reason Code Position # Position Title Survivor U.S. Citizen? X Yes No

PERSONAL DATA (IT0002) refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)

Benefits % (Contribution percentage toward benefits for contractual period):

_______ for 12 month _________ for 9/10 month x Rel/Ancil _________ Ncl Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

<table>
<thead>
<tr>
<th>This Position</th>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>250476</td>
<td>Survivor</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL =100%

ADDRESSES (IT0006) refer to Personal Data Form

PLANNED WORKING TIME (IT0007)

Work schedule rule:

□ Salary

□ Negative Time Reporting M-F @ 8 hours/day ______ Shift

□ Positive Time Reporting Number of hours scheduled per week ______ (Include total time worked at the University in all positions)

□ Other hours per day ______ Shift

Contract Length Code: ______ Leave Plan Code: ______ Employment % (FTE): ______

BASIC PAY (IT0008)

Wage Type _______ Amt $ _______ hr mo Wage Type _______ Amt $ _______ hr mo

Wage Type _______ Amt $ _______ hr mo Wage Type _______ Amt $ _______ hr mo

PAF Revised 4-7-00
COST DISTRIBUTION (IT9027)

<table>
<thead>
<tr>
<th>Grant Funded?</th>
<th>Cost Center / WBS Element</th>
<th>Position Number</th>
<th>Wage Type</th>
<th>$ Rate</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>Yes</td>
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<tr>
<td>Yes</td>
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</tr>
</tbody>
</table>

Note: Percentage must equal 100% for any given point in time

TOTAL = 100%

PAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Position #</th>
<th>Title Modifier</th>
<th>Employee Subgroup</th>
<th>Budgeted Annual Salary</th>
<th>OR</th>
<th>Amount To Be Paid</th>
<th>FTE % relative to full time</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UNPAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
<th>Organizational Unit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/10/2010</td>
<td>12/31/9999</td>
<td>Survivor</td>
<td>50000892</td>
</tr>
</tbody>
</table>

BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210)

ADDITIONAL PERSONAL DATA refer to Personal Data Form

RESIDENCE STATUS (I-9) (IT0094)

<table>
<thead>
<tr>
<th>C - Citizen</th>
<th>N - Non-citizen</th>
<th>A - Non-Resident Alien</th>
</tr>
</thead>
</table>

DATE SPECIFICATIONS (IT0094) When entering in date use month/day/year

<table>
<thead>
<tr>
<th>I-9 Date required</th>
<th>First Working Date required</th>
<th>University Service Date</th>
<th>Leave Accumal Date</th>
<th>Probation End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/10/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS:

Ms. King's social security number is xxx-xx-xxxx.

APPROVAL SIGNATURES

Employee Completing Form:

X ______________________ Date ______________________ Date ______________________

X ______________________ Date ______________________

ATTACHMENTS

X Personal Data Form (PDF)

☐ Form W-4 (required for all new/returning employees) / Form W-5 (optional)

☐ Form I-9 photocopies of documentation (required for all new/returning employees)

☐ Bank Deposit form

☐ Correspondence and supportive documentation
Section VII

Campus Transfer In
CAMPUS TRANSFER IN

Campus Transfer In is used when an employee transfers into one campus from another with no break in service. It is used to transfer the employee record into the new campus. Campus Transfer In is not used for new or former employees. The form is designed for the department to complete the white areas and Human Resources to complete the shaded areas.

Complete the following required fields:

HEADER INFORMATION

Employee Name (Last, First, Middle Initial)
Personnel # - If known
Organizational Unit Name (Department)
Org Unit Phone (Department)

EFFECTIVE DATES

Appointment Effective Date:
  From - Enter the date of the employee's first day of work
  To - Enter 12/31/9999 if the appointment is on-going. If the appointment is temporary, enter the expected last day of work date in the "To" date to reflect the length of the contract.
Start/Stop Pay Date: (If different from appointment date)
  From - Enter the date of the employee's first day of pay if different from the first day of work. (e.g., Faculty member's first day of work is the first day of the Academic Year but their first date of pay is 09/01/-----).
  To - Enter stop pay date if different from the Appointment Effective Date "To".

DESCRIPTION OF ACTION

Select "Campus Transfer In"

ACTION (IT0000)

Leave Reason code blank for new hires actions
Enter Position Number (Primary position)
Enter Position Title
Indicate if Citizen or Not

PERSONAL DATA (IT0002)

Refer to Personal Data Form
ORGANIZATIONAL ASSIGNMENT (IT0001)

Enter Benefits Percent or Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

Enter Position Number for this position. If the employee is assigned to multiple positions, list all assigned position numbers.
Enter Position Title(s)
Enter Staffing Percent - Enter appropriate percentage of work time spent in this position. If the employee is assigned to more than one position, each position should reflect the appropriate percent. The percentage for the position(s) must total 100%.

ADDRESSES (IT0006)
Refer to Personal Data Form

PLANNED WORKING TIME (IT0007)

Work schedule rule - Check salary, negative time reporting, or positive time reporting. Complete additional fields for negative and positive time reporting. Especially for positive time hours per week.

Contract length code:
01 - Academic Year Paid 9/9 Months
02 - Academic Year Paid 9/12 Months
03 - 10/10 Months
05 - Summer Session
06 - Fall Semester
07 - Spring Semester
08 - Other
09 - Spring Summer/8 Months
12 - 12/12 Months

Leave Plan Code:
OB - Biweekly Not Eligible Vacation/Sick Leave
OM - Monthly Not Eligible Vacation/Sick Leave
1B - Biweekly Managerial/Professional Vacation/Sick Leave
1C - Biweekly Office/Service Vacation/Sick Leave
2A - 12 Month Academic/Administrative Vacation/Sick Leave
2B - 12 Month Managerial/Professional Vacation/Sick Leave

Employment % - Enter the total FTE for all positions.
BASIC PAY (IT0008)

Complete a line for each applicable wage type:

Select appropriate wage type:
  1001 - Hourly Rate
  1003 - Regular Monthly Rate
  1008 - 9 Months Paid Over 12 Months
  1010 - Administrative Stipend
  1037 - Temporary Salary
  1406 - Professorship
Enter Amount - Monthly salary if the employee is monthly or hourly pay rate if the employee is paid hourly (to three decimal places for both hourly and salaried).

COST DISTRIBUTION (IT9027)

Check which type of cost code (Grant funded or not)
Enter Cost Center(s)/WBS Element(s)
Enter Position Number(s)
Select appropriate wage type:
  1001 - Hourly Rate
  1003 - Regular Monthly Rate
  1008 - 9 Months Paid Over 12 Months
  1010 - Administrative Stipend
  1037 - Temporary Salary
  1406 - Professorship
Enter $ Rate
  Salaried employees - Enter the monthly amount to be distributed to each applicable cost center by position.
  Hourly paid employees - Enter the hourly rate for each position.
Enter Percent of Cost Distribution - Enter appropriate % for distribution of employee's pay and benefits for each wage type.

PAID APPOINTMENTS (IT9001) - List primary appointment first

Start Date - Date employee was assigned to position.
End Date - Date employee's assignment is to end. If end date is unknown, enter 12/31/9999.
Enter Position Number(s)
Enter Title Modifier: (if appropriate)
  Blank - Not needed
  1 - Acting
  2 - Interim
  5 - Visiting
Enter Employee Subgroup
B1--REG MGR/PROF SALARY
B2--REG MGR/PROF HOURLY
C2--REG OFF/SRV HOURLY
F1--TEM ACADEMIC SAL
F2--TEM ACADEMIC HOURLY
J1--REG SP TERM FAC/S
K1--REG TEN FAC/S
L1--REG SPECIAL FAC/S
M1--REG ACAD AMIN SAL
N1--REG ADMIN SAL
W1--TEM NON FAC SAL
W2--TEM NON FAC HRLY
Y1--TEMP MGR PROF SAL
Z2--TEMP OFF/SRV HRLY
D1--STD GRAD ASST SAL
S1--STUDENT SALARIED
S2--STUDENT HOURLY

In the appropriate column, enter budgeted annual salary for regular employees or enter
the amount to be paid for temporary and student employees.
Enter FTE %.

UNPAID APPOINTMENTS

Start Date - Date employee's assignment is to begin.
End Date - Date employee's assignment is to end. If end date is unknown, enter
12/31/9999.
Enter title of position
Enter Title Modifier: (If appropriate)
Blank - Not needed
3 - Adjunct
4 - Courtesy
5 - Visiting
6 - Emeritus
T--Tenure
Organizational Unit - Enter organizational unit number (Department) with which the
unpaid position is to be associated.

PAYMENT DISTRIBUTION INFORMATION (IT0009)

Refer to Personal Data Form
ADDITIONAL PERSONAL DATA (IT0077)

Refer to Personal Data Form

RESIDENCE STATUS (IT0094)

Select the appropriate residence status based on the completed I-9.

DATE SPECIFICATIONS (IT0041)

I-9 Date - Required for all employees (Date I-9 is signed by employer)
First Working Day - Date required for all employees
Tenure Date, Tenure Notify Date, and Other - If appropriate.
Univ Service Date, Leave Accrual Date, and Probation End Date - To be completed by
Human Resources

EDUCATION (IT0022) - Not required for student workers

Refer to Personal Data Form

QUALIFICATIONS (IT0024)

Refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS: (No related infotype)

Enter any additional comments or instructions, will not be stored in SAP.

SIGNATURES (No related Infotype)

Approval signatures as required.

ATTACHMENTS (No related infotype)

Enter an X in appropriate box(es)

Personal Data Form (PDF)
W-4 Form - Required/Form
I-9 Form - Required
Bank Deposit Form
Correspondence and supportive documentation - If applicable
Work Study Information Form (WIF)
Employee Name Last Sam First Yosemite Middle Initial T
Personnel # 32547
Organizational Unit Name Mail Services Org. Unit Phone 554-2337

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date FROM 11/1/2010 TO 12/31/9999
Start/Stop Pay Date FROM TO

DESCRIPTION OF ACTION (enter X in a box)
☐ New Hire
☐ Student Hire CrHrs __________
☐ Ancillary Hire
☐ Volunteer Hire
☐ NonResAlien Hiring Addendum
☐ Campus Transfer In

Campus Transfer In Example
☐ Rehire
☐ Rehire as Volunteer
☐ Rehire as Ancillary
☐ Funding Change
☐ Employment % - FTE Change *
☐ Salary/Rate Change *
☐ Organizational Change*
☐ Separation *
☐ Separation with Pay*
☐ Campus Transfer Out*
☐ LOA without Pay
☐ LOA with Pay
☐ Return from LOA
* Requires a Reason Code

ACTION (IT0000)
Reason Code __________ Position # 62647 Position Title Mail Carrier U.S. Citizen? ☑ Yes ☐ No

PERSONAL DATA (IT0002) refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
100.00 for 12 month ☑ ☐ for 9/10 month ☐ ☑ Ret/Ancil ☐ ☑ Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>62647 Mail Carrier</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

ADDRESS: (IT0006) refer to Personal Data Form

PLANNED WORKING TIME (IT0007)
Work schedule rule:
☐ Salary ☑ Negative Time Reporting M-F @ 8 hours/day ☑ Shift __________ Other hours per day __________
☐ Positive Time Reporting Number of hours scheduled per week __________ (Include total time worked at the University in all positions)

Contract Length Code: 12 Leave Plan Code: 1C Employment % (FTE): 100

BASIC PAY (IT0008)

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Amt $</th>
<th>Wage Type</th>
<th>Amt $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>8.246</td>
<td>1001</td>
<td></td>
</tr>
</tbody>
</table>

PAF Revised 4-7-00
COST DISTRIBUTION (IT9027)

<table>
<thead>
<tr>
<th>Cost Code: Grant Funded?</th>
<th>Cost Center / WBS Element</th>
<th>Position Number</th>
<th>Wage Type</th>
<th>$ Rate</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
<td>4134050100</td>
<td>62647</td>
<td>1001</td>
<td>8.246</td>
<td>100.00%</td>
</tr>
<tr>
<td>☐ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Percentage must equal 100% for any given point in time

TOTAL = 100 %

PAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Position #</th>
<th>Title Modifier</th>
<th>Employee Subgroup</th>
<th>Budgeted Annual Salary</th>
<th>OR</th>
<th>Amount To Be Paid</th>
<th>FTE % relative to full time</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/2010</td>
<td>12/31/9999</td>
<td>62647</td>
<td></td>
<td>C2</td>
<td>17,152.00</td>
<td></td>
<td></td>
<td>100.00%</td>
</tr>
</tbody>
</table>

UNPAID APPOINTMENTS (IT9001)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
<th>Organizational Unit Number</th>
</tr>
</thead>
</table>

BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210)

ADDITIONAL PERSONAL DATA refer to Personal Data Form

RESIDENCE STATUS (I-9) (IT0094)  

| X | C - Citizen | N - Non-citizen | A - Non-Resident Alien |

DATE SPECIFICATIONS (IT0094) When entering in date use month/day/year

| I-9 Date required | 11/1/10 | First Working Date required | 11/1/10 | University Service Date | Leave Accrual Date | Probation End Date |

EDUCATION & QUALIFICATIONS (IT009) refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES

Employee Completing Form:

Date ________________________ Date ________________________ Date ________________________

ATTACHMENTS

☐ Personal Data Form (PDF)
☐ Form W-4 (required for all new/returning employees) / Form W-5 (optional)
☐ Form I-9 photocopies of documentation (required for all new/returning employees)
☐ Bank Deposit form
☐ Correspondence and supportive documentation

PAF Revised 4-7-00