Section VIII
Rehire An Employee
REHIRE AN EMPLOYEE

Use this transaction to rehire employees who have had a break in service from any UN campus. The rehire transaction can be used to rehire a paid employee or a student employee. It cannot be used to rehire a volunteer employee, to return an employee from a leave of absence, or to transfer an employee in from another campus.

Complete the following required fields:

HEADER INFORMATION

Employee Name (Last, First, Middle Initial)
Personnel #
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 "Rehire"

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 based on contract length.

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--TEMP ACADEMIC SAL
F2--TEMP 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--TEMP NON FAC SAL
W2--TEMP NON FAC HRLY
Y1--TEMP MGR PROF SAL
Z2--TEMP OFF/SRV HRLY
D1--STD GRAD ASST SAL
S1--STUDENT SALARIED
S2--STUDENT HOURLY

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  
First  
Middle Initial  

Personnel #  

Organizational Unit Name  

Dramatic Arts  

Org. Unit Phone  

554-2788  

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  
□ Ancillary Hire  
□ NonRes Alien Hiring Addendum  
□ Campus Transfer In  
X 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 # 09837  
Position Title  Manager  
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):  
100.00 for 12 month  
for 9/10 month  
Ret/Anol  
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>69837</td>
<td>Manager</td>
<td>100.00</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  
□ 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: 2B  
Employment % (FTE): 100  

BASIC PAY (IT0008)  
Wage Type 1093  
Amt $ 3000.00  
hr x 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>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 ☐ No</td>
<td>4122330100</td>
<td>69837</td>
<td>1003</td>
<td>3000.00</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

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

### 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>11/1/2010</td>
<td>12/31/9999</td>
<td>69837</td>
<td></td>
<td>B1</td>
<td>36,000.00</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 ☑ - Citizen | ☐ N - Non-citizen | ☐ A - Non-Resident Alien |

### DATE SPECIFICATIONS (IT0094)

<table>
<thead>
<tr>
<th>*-9 Date required</th>
<th>11/1/10</th>
<th>&quot;To be completed by Personnel Services)</th>
<th>University Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;1st Working Date required&quot;</td>
<td>11/1/10</td>
<td>Leave Accrual Date</td>
<td>Probation End Date</td>
</tr>
<tr>
<td>Tenure Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenure Notify Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Working Date</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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

### 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)
- ☐ Bank Deposit form
- ☐ Correspondence and supportive documentation

PAF Revised 4-7-00
Section IX
Rehire As Volunteer
REHIRE AS VOLUNTEER

Use this transaction to rehire a former employee as a volunteer employee. The rehire as a volunteer transaction can be used to rehire a separated University employee. It cannot be used to rehire an employee into a paid or ancillary position, to return an employee from a leave of absence, or to transfer an employee in from another campus. 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 #
  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 "Rehire as Volunteer"

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 the appropriate 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.

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: Weber, Del, Middle Initial: P

Personnel #: 27839

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

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date: FROM 12/1/2010 TO 12/31/1999
Start/Stop Pay Date: FROM TO

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

Rehire as Volunteer Example
☐ Rehire
X 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? ☑ 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
Ret/Andil ☑ 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>
<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
☐ Positive Time Reporting
M-F @ 8 hours/day
Shift:
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>
<td></td>
<td>Hourly or Monthly</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>
<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 Amount To Be Paid</th>
<th>FTE % relative to full time</th>
</tr>
</thead>
</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>12/1/2010</td>
<td>12/31/9999</td>
<td>Visiting Professor</td>
<td>50000892</td>
</tr>
</tbody>
</table>

BANK DETAILS (IT0009) / TAX AREA (IT0207) / NE / TAX WITHHOLDING: W-4/W-5 (IT0210)

ADDITIONAL PERSONAL DATA: refer to Personal Data Form

RESIDENCE STATUS (I-9) (IT0094)

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

DATE SPECIFICATIONS (IT0094)

When entering in date use month/day/year

I-9 Date required
First Working Date required
Tenure Date
Tenure Notify Date
Last Working Date

To be completed by Personnel Services
University Service Date
Leave Annual Date
Probation End Date

EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES

Employee Completing Form:

X Date ___________________________ Date ___________________________

ATTTACHMENTS

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 X
Rehire As Ancillary
REHIRE AS ANCILLARY

Use this transaction to rehire a former employee as an ancillary employee. The rehire as an ancillary transaction can be used to rehire a separated University employee. It cannot be used to rehire an employee into a paid or volunteer position, to return an employee from a leave of absence, or to transfer an employee in from another campus. Ancillary employees receive only benefits from 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 #
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 "Rehire as Ancillary"

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 (IT0008)
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 the appropriate 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.

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 Weber  Del Middle Initial P
Personnel # 27839
Organizational Unit Name Learning Center  Org. Unit Phone 554-2992

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date FROM 12/1/2010 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
□ NonResAllen 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 # 250476  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     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>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>
<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 @ 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:  Leave Plan Code:  Employment % (FTE):  

BASIC PAY (IT0008)
Wage Type  Amt $  $ hr  $ mo  Wage Type  Amt $  $ hr  $ mo
Wage Type  Amt $  $ hr  $ mo
**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 □ 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>
<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>
</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>12/1/2010</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>Citizen</th>
<th>Non-citizen</th>
<th>Non-Resident Alien</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- I-9 Date **required**
- First Working Date **required** 12/1/10
- Tenure Date
- Tenure Notify Date
- Last Working Date

**EDUCATION & QUALIFICATIONS (IT009)** 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)
- Form W-4 (required for all new/returning employees) / Form W-5 (optional)
- Form I-9 photocopied of documentation (required for all new/returning employees)
- Bank Deposit form
- Correspondence and supportive documentation

PAF Revised 4-7-00
Section XI
Funding Change
FUNDING CHANGE

Use this transaction to change an active employee's cost distribution (e.g. where the money is coming from) This action is not used to change an employee's position or primary appointment (see Organizational Change for Employee) or employee's pay rate (see Change Salary/Rate). 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 #
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 pay 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 "Funding Change"

ACTION (IT0000)

Leave Reason code blank.
Enter Position Number (Primary Position)
Enter Position Title

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

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.
Employee Name: Last ________________________ First ________________________ Grant ________________________ Middle Initial ________________________ L
Personnel #: ________________________
Organizational Unit Name: Geology ________________________ Org. Unit Phone: 554-4231

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 X
Student Hire ______ Ancillary Hire ______ Volunteer Hire ______
NonResAlien Hiring Addendum ______ Campus Transfer In ______

Funding Change 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 #: 66032
Position Title: Geologist
U.S. Citizen? ______ 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 ________ 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></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 ________ 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: ________ Leave Plan Code: ________ Employment % (FTE): ________

BASIC PAY (IT0008)
Wage Type 1003 ________ Amt $ 3000 ________ X mo ________ Wage Type ________ Amt $ ________ ________
Wage Type ________ Amt $ ________ ________ X mo ________ Wage Type ________ Amt $ ________ ________

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 × No</td>
<td>4100000100</td>
<td>66932</td>
<td>1003</td>
<td>1500</td>
<td>50.00%</td>
</tr>
<tr>
<td>□ Yes × No</td>
<td>4248214612</td>
<td>66932</td>
<td>1003</td>
<td>1500</td>
<td>50.00%</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

**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>
</table>

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

**UNPAID APPOINTMENTS (IT9001)**

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

**ADDITIONAL PERSONAL DATA** refer to Personal Data Form

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

<table>
<thead>
<tr>
<th>Q - 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 Accrual Date</th>
<th>Probation End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tenure Date</th>
<th>Tenure Notify Date</th>
<th>Last Working Date</th>
</tr>
</thead>
<tbody>
<tr>
<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:

X __________________________ Date ____________ Date ____________

X __________________________ 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
Section XII
FTE Change
FTE CHANGE

Use this transaction to change an active employee's FTE on an assigned position or benefits percentage. This action is not used to change an employee's position or primary appointment (see Organizational Change for Employee). 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 #
   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 "Employment % - FTE Change"

ACTION (IT0000)

Reason code:
   01 - Change Employment %
   02--Change Benefits %

ORGANIZATIONAL ASSIGNMENT (IT0001)

Enter Benefits Percent if affected. If not, enter Not Eligible
CURRENT POSITIONS AT THE UNIVERSITY

Enter Position Number(s). 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%.

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
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 for all positions.

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.
Employee Name: Lewis Alice J
Personnel #: 7256
Soc Sec #: 234-56-7890
Organizational Unit Name: Psychology
Org. Unit Phone: 4-2000

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date: FROM 11/23/2010 TO 03/14/11
Start/Stop Pay Date: FROM TO

DESCRIPTION OF ACTION (enter X in a box)
- New Hire
- Student Hire
- NonResAlien Hire Addendum
- Campus Transfer In
- Rehire
- Rehire as Volunteer
- Rehire as Ancillary
- Funding Change
- Employment % - FTE Change
- Salary/Rate Change
- Career Change
- Separation
- Separation with Pay
- Campus Transfer Out
- LOA without Pay
- LOA with Pay
- Return from LOA

FTE Change Example: 1X
* Requires a Reason Code

ACTION (IT0000)
Reason Code: 01
Position #: 62514
Position Title: Psychologist
U.S. Citizen?: Yes

PERSONAL DATA (IT0002)
refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
.50 for 12 month
for 9/10 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>62514</td>
<td>Psychologist</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
- 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: 2B
Employment % (FTE): 0.5

BASIC PAY (IT0008)
Wage Type 1003 Amt $ 1,500,000
Wage Type Amt $ X
Wage Type Amt $ 
Wage Type Amt $ 

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>Yes</td>
<td>424148327</td>
<td>62514</td>
<td>1003</td>
<td>1500</td>
<td>100.00%</td>
</tr>
<tr>
<td>Yes</td>
<td>61096</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>11/23/2010</td>
<td>3/14/11</td>
<td>61096</td>
<td></td>
<td>B1</td>
<td>18,000.00</td>
<td></td>
<td></td>
<td>50.00%</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)

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

DATE SPECIFICATIONS (IT0094)

<table>
<thead>
<tr>
<th>I-9 Date required</th>
<th>&quot;First Working Date&quot; required</th>
<th>To be completed by Personnel Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&quot;Tenure Date&quot;</td>
<td>University Service Date</td>
</tr>
<tr>
<td></td>
<td>&quot;Tenure Notify Date&quot;</td>
<td>Leave Approval Date</td>
</tr>
<tr>
<td></td>
<td>&quot;Last Working Date&quot;</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:

X ___________________________ Date ___________ ___________________________ Date ___________

X ___________________________ Date ___________ ___________________________ Date ___________

ATTACHMENTS

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

PAF Revised 4-7-00
Section XIII
Salary/Pay Rate Change
SALARY /PAY RATE CHANGE

Use this transaction to change an active employee's pay. Changes could be made to an hourly rate or to a salary for an active faculty member, regular, student, or temporary staff. 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 #
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 "Salary/Rate Change"

ACTION (IT0000)

Select appropriate reason code:
00 - Error Correction
01 - Annual Adjustment
02 - Performance Adjustment
03 - Market Adjustment
04 - Position Re-evaluation
05 - Probationary Increase
06 - Equity Adjustment
07 - Additional Responsibilities
08 - End Additional Responsibilities

Enter Position Number (Primary position)
Enter Position Title

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 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
Enter FTE Percentage(s)

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.

Correspondence and supportive documentation - if applicable
Employee Name Last Stevens First Samantha Middle Initial R
Personnel # 25789
Organizational Unit Name Child Care Center Org. Unit Phone 4-3398

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 Chrs __________
☐ Ancillary Hire
☐ Volunteer Hire
☐ NonResAlien Hiring Addendum
☐ Campus Transfer In

Salary/Rate Change 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 05 Position # 61986 Position Title Staff Secretary I U.S. Citizen? ☐ 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 ☐ Ret/Ancl ☐ Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

<table>
<thead>
<tr>
<th>#</th>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<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>=100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADDRESSES (IT0006) refer to Personal Data Form

PLANNED WORKING TIME (IT0007)
Work schedule rule:

☐ 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: Leave Plan Code: Employment % (FTE):

BASIC PAY (IT0008)

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Amt $</th>
<th>X/hr</th>
<th>☐</th>
<th>Wage Type</th>
<th>Amt $</th>
<th>☐</th>
<th>Wage Type</th>
<th>Amt $</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>7.700</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>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>X No</td>
<td>4342500800</td>
<td>61986</td>
<td>1001</td>
<td>7.706</td>
<td>100.00%</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>11/10/2010</td>
<td>12/31/9999</td>
<td>61986</td>
<td></td>
<td>C2</td>
<td>16,028</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 (IT9009): 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>Citizen</th>
<th>Non-citizen</th>
<th>Non-Resident Alien</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>N</td>
<td>A</td>
</tr>
</tbody>
</table>

**DATE SPECIFICATIONS (IT0094)**

When entering in date use month/day/year

- I-9 Date required
- First Working Date required
- University Service Date
- Leave Accum Date
- Probation End Date

**EDUCATION & QUALIFICATIONS (IT0099)** refer to Personal Data Form

**ADDITIONAL COMMENTS OR EXCEPTIONS:**

Completed Probationary Period.

**APPROVAL SIGNATURES**

Employee completing Form:

X Date

X 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