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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
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 title, 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
--Y1—TEMP MGR PROF SAL
--Z2—TEMP OFF/SRV HRLY
--Fill in either the Budgeted Annual Salary Field(s) or Amount to be Paid Field(s)
   --Budgeted Annual Salary is for permanent employees
   --Amount to be paid is for all temporary and student employees
--Fill in FTE% field(s)
--Unpaid Appointments
   --This section is used for any volunteer appointments an employee may have
   --Fill in Start Date Field(s)
   --Fill in End Date Field(s)
   --Use 12/31/9999 if there is no end date
   --Enter title for volunteer in title field(s)
   --Enter title modifier, if needed
      --3—Adjunct
      --4—Courtesy
      --5—Visiting
      --6—Emeritus
      --T—Tenure
   --Fill in Organizational Unit Number field(s)

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  First: Franco  Middle Initial: J
Personnel #: 
Organizational Unit Name: HPER  Org. Unit Phone: 4-2573

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
[X] New Hire  [ ] Rehire
[ ] Student Hire  [ ] Rehire as Volunteer
[ ] Ancillary Hire  [ ] Rehire as Ancillary
[ ] Volunteer Hire  [ ] Funding Change
[ ] NonRes Alien Hiring Addendum  [ ] Employment % - FTE Change *
[ ] Campus Transfer In  [ ] Salary/Rate Change *

ACTION (IT0000)
Reason Code  Position #: 64596  Position Title: Staff Secretary III  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  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>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>
</tbody>
</table>

TOTAL =100%

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
Shift  (Include total time worked at the University in all positions)
Other hours per day
Shift

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

BASIC PAY (IT0008)
Wage Type: 1001  Amt $ 9,074  [X] hr  [ ] mo  Wage Type:  
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>4110100100</td>
<td>64596</td>
<td>1001</td>
<td>9.074</td>
<td>75.00%</td>
</tr>
<tr>
<td>□ Yes ☒ No</td>
<td>4342550100</td>
<td>64596</td>
<td>1001</td>
<td>9.074</td>
<td>25.00%</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

**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>10/22/2010</td>
<td>12/31/9999</td>
<td>64596</td>
<td>C2</td>
<td></td>
<td>18873.92</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)**

**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)**

- I-9 Date required: 10/22/2010 (To be completed by Personnel Services)
- First Working Date required: 10/22/2010
- University Service Date
- Leave Accrual Date
- Probation End Date

**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)
- X Bank Deposit form
- ☐ 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)
--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)

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

**PERSONAL DATA (IT0002)**
- Last Name: Schwardo
- First Name: Sy
- Known as:
- Birth date: 4/30/1977
- Gender: Male

**PERMANENT HOME ADDRESS (IT0006)**
- 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)**
- c/o: same as above
- Street: 
- City: 
- State: 
- Zip: 
- Telephone: 
- E-mail: 

**WORK ADDRESS (IT0006)**
- Building: EAB
- Room Number: 0
- Campus/City: UNO
- State: ne
- Zip: 68182
- Telephone: 554-1234
- Fax: 402-554-4321

**EMERGENCY CONTACT (IT0006)**
- Name: Edmond Vellplants
- Telephone: 402-576-8462

- Alternate Telephone: 


### ADDITIONAL PERSONAL DATA (IT0077)

<table>
<thead>
<tr>
<th>Ethnicity (<em>X</em> one)</th>
<th>Hispanic/Latino (E1)</th>
<th>Not Hispanic/Latino (E2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race (<em>X</em> all that apply)</td>
<td>American Indian/Alaskan Native (R1)</td>
<td>Native Hawaiian or Other Pacific Islander (R4)</td>
</tr>
<tr>
<td></td>
<td>Asian (R2)</td>
<td>White (R5)</td>
</tr>
<tr>
<td></td>
<td>Black or African American (R3)</td>
<td>Unknown (R9)</td>
</tr>
<tr>
<td>Veteran (<em>X</em> all that apply)</td>
<td>Non Veteran (V1)</td>
<td>Special Disabled Veteran (V2)</td>
</tr>
<tr>
<td></td>
<td>Other Protected Vet (V4)</td>
<td>Recently Separated Vet (V5)</td>
</tr>
<tr>
<td></td>
<td>Armed Forces Service Medal Veteran (V6)</td>
<td>Vietnam Era Veteran (V3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disable Veteran (V7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unknown (V8)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discharge Date</th>
<th>Military Status</th>
<th>Not Applicable</th>
<th>Active National Guard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medicare eligible</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EDUCATION (IT0022) (not required for student workers)

**Date of graduation:** May-03

**Type of educational institution:** College

**Institutional name (Institute acronym preferred):** MIT

<table>
<thead>
<tr>
<th>Certificate/Degree</th>
<th>PhD</th>
<th>Is this the highest possible degree in your field?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes No</td>
</tr>
</tbody>
</table>

### EDUCATION (IT0022) (additional degrees, if any)

**Date of graduation:** 15-May

**Type of educational institution:** College

**Institutional name (Institute acronym preferred):** MIT

<table>
<thead>
<tr>
<th>Certificate/Degree</th>
<th>MS</th>
<th>Is this the highest possible degree in your field?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes No</td>
</tr>
</tbody>
</table>

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

- **License**
  - Proficiency: Low Average High Excellent

- **Certification**
  - Proficiency: Low Average High Excellent

- **Other**
  - Foreign language: Yiddish
    - Proficiency: Low Average High Excellent

- **Other**
  - 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 HOUPLY
C2--REG OFF/SRV HOUPLY
F1--TEM ACADEMIC SAL
F2--TEM ACADEMIC HOUPLY
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)
Employee Name  Last Miranda First Carmen Middle Initial M
Personnel #
Organizational Unit Name  Foreign Languages Org. Unit Phone 554-4841

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

Separation *

Rehire

Separation with Pay *

Rehire as Volunteer

Campus Transfer Out *

Rehire as Ancillary

LOA without Pay

Volunteer Hire

LOA with Pay

NonResAllen Hiring Addendum

Salary/Rate Change *

Campus Transfer In

Organizational Change *

* 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):

Ret/Ann  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>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>
</tbody>
</table>

TOTAL =100%

ADDRESSES (IT0006)  refer to Personal Data Form

PLANNED WORKING TIME (IT0007)
Work schedule rule:

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

BASIC PAY (IT0008)

Wage Type  Amt $  hr  mo
1037  525.00  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</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>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>F1</td>
<td></td>
<td></td>
<td>$2,100</td>
<td>25%</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>
</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) 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

☐ 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

☐ 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)
X New Hire
□ Student Hire Ctr hrs
□ 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? X 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 ______________ for 9/10 month ______________ Rel/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>
</tbody>
</table>

TOTAL =100%

ADDRESSES (IT0006) refer to Personal Data Form

PLANNED WORKING TIME (IT0007)
Work schedule rule:
□ Salary
X 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 1001 Amt $ 9,074 X 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 Hourly or Monthly</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes □ No</td>
<td>4110100100</td>
<td>64596</td>
<td>1001</td>
<td>9.074</td>
<td>75.00%</td>
</tr>
<tr>
<td>☐ Yes □ No</td>
<td>4342550100</td>
<td>64596</td>
<td>1001</td>
<td>9.074</td>
<td>25.00%</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

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>10/22/2010</td>
<td>12/31/9999</td>
<td>64596</td>
<td></td>
<td>C2</td>
<td>18873.92</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)  
☐ C - 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  
10/22/2010
Tenure Date  
10/22/2010
Tenure Notify Date
Last Working Date

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

PAF Revised 4-7-09
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
Employee Name Last Allen First Elizabeth Middle Initial A
Personnel #
Organizational Unit Name HR Org. Unit Phone 554-2333

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) Students Hire Example
□ New Hire
□ Student Hire Credits 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? 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 Ret/Ancl 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>
<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 □ Positive Time Reporting Number of hours scheduled per week 8 (Include total time worked at the University in all positions)
Shift
Other hours per day
Shift

Contract Length Code: 06 Leave Plan Code: 0B Employment % (FTE): 20

BASIC PAY (IT0008)
Wage Type 1001 Amt $ 7,000 X hr □ mo | Wage Type □ □ Amt $ □ | Wage Type □ □ Amt $ □ hr mo
Wage Type □ □ Amt $ □ | 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>4142000000</td>
<td>64698</td>
<td>1001</td>
<td>7.000</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</th>
<th>OR</th>
<th>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></td>
<td>S2</td>
<td></td>
<td></td>
<td>$2,912</td>
<td>20%</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**: 12/01/2010
- **First Working Date required**: 12/01/2010

University Service Date

Leave Accrual Date

Probation End Date

---

## EDUCATION & QUALIFICATIONS (IT0009)

refer to Personal Data Form

---

## ADDITIONAL COMMENTS OR EXCEPTIONS:

---

## APPROVAL SIGNATURES

Employee Completing Form:

X ___________________________ Date ____________ 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

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

Document Date 11/10/10
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: King Billie 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)
[X] NonRes Alien Hiring Addendum

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>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
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<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: 
Leave Plan Code: 
Employment % (FTE):

BASIC PAY (IT0008)
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:</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 ☐ 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>
<td></td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td></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>
<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<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>

**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></th>
<th>G - 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*

- **I-9 Date required**
  - First Working Date **required**
  - 11/10/10
- Tenure Date
- Tenure Notify Date
- Last Working Date

**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 ___________________ 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

PAF Revised 4-7-00
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 Chrs
☐ 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 # 250476
Position Title Survivor
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 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>
</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>Cost Code:</th>
<th>Grant Funded?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Yes</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>Δ</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>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)  
[ ] C - 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

Tenure Date

Tenure Notify Date

Last Working Date

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 ___________________________ Date ___________________________

ATTACHMENTS

[ ] Personal Data Form (PDF)

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

[ ] Form I-9 photocopics 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--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

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 X

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? 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

0 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>62647</td>
<td>Mail Carrier</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>
</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 X
☐ Positive Time Reporting Number of hours scheduled per week
☐ Shift
☐ Other hours per day
☐ Shift

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

BASIC PAY (IT0008)

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Amt $</th>
<th>$/hr</th>
<th>mo</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>8.246</td>
<td>X</td>
<td>mo</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>X Yes</td>
<td>4134050100</td>
<td>62647</td>
<td>1001</td>
<td>8.246</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>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>C2</td>
<td></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

<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>11/1/10</td>
<td>11/1/10</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 ____________

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
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--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--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: Lee, First: Spike, Middle Initial: B
Personnel #: 3033
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
☐ Volunteer Hire
☐ NonResAlien Hiring Addendum
☐ Campus Transfer In
☐ Rehire Example
☐ 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 #: 69837 Position Title: Manager 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>69837</td>
<td>Manager</td>
<td>100.00</td>
</tr>
</tbody>
</table>

TOTAL: 100%

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: __________

Contract Length Code: 12 Leave Plan Code: 2B Employment % (FTE): 100

BASIC PAY (IT0008)
Wage Type: 1003 Amt: $300,000 ☐ hr ☑ mo 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>Cost Code: Grant Funded?</th>
<th>Cost Center / WBS Element</th>
<th>Position Number</th>
<th>Wage Type</th>
<th>$ Rate</th>
<th>Percentage 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>
<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>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></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) (IT0904)**

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

**DATE SPECIFICATIONS (IT0904)**

| I-9 Date required | 11/1/10 |
| Current Working Date required | 11/1/10 |

University Service Date
Leave Accumulation Date
Probation End Date

**EDUCATION & QUALIFICATIONS (IT0909)** refer to Personal Data Form

**ADDITIONAL COMMENTS OR EXCEPTIONS:**

______________________________ ________________________________

______________________________ ________________________________

______________________________ ________________________________

**APPROVAL SIGNATURES**

Employee Completing Form:

______________________________ Date ________________________________ Date ________________________________ Date

______________________________ Date ________________________________ Date ________________________________ Date

**ATTACHMENTS**

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

Document Date 11-10-10
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
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 Chrs
- Ancillary Hire
- Volunteer Hire
- NonRes Alien Hiring Addendum
- Campus Transfer In

**Rehire as Volunteer 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? 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 x 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>67999</td>
<td>Volunteer</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</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: Leave Plan Code:

**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 Hourly or Monthly</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<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>
<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>
</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>500000892</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 (1-9) (IT0094)

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

DATE SPECIFICATIONS (IT0094)

<table>
<thead>
<tr>
<th></th>
<th>When entering in date use month/day/year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(To be completed by Personnel Services)</td>
</tr>
<tr>
<td></td>
<td>University Service Date</td>
</tr>
<tr>
<td></td>
<td>Leave Accrual Date</td>
</tr>
<tr>
<td></td>
<td>Probation End Date</td>
</tr>
</tbody>
</table>

EDUCATION & QUALIFICATIONS (IT0008) 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 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 Ref/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 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) Rehire as Ancillary Example
☐ 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
Rel/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>This Position</td>
<td>250476</td>
<td>Survivor</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</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
Am t $  □ hr  □ mo
Wage Type
Am t $  □ hr  □ mo
Wage Type
Am t $  □ 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>☐ 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 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>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)  ☑ 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>Tenure Date</th>
<th>Tenure Notify Date</th>
<th>Last Working Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/1/10</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:

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 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 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 "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.
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
☐ NonResAllen Hiring Addendum
☐ Campus Transfer In

Funding Change Example
☐ Rehire
☐ Rehire as Volunteer
☐ Rehire as Ancillary
☐ Employment % - FTE Change
☐ Salary/Rate Change
☐ Organizational Change

ACTION (IT0000)
Reason Code Position # 06932 Position Title Geologist
PERSONAL DATA (IT0002) refer to Personal Data Form

U.S. Citizen? ☐ Yes ☐ No

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
☐ for 12 month ☐ for 9/10 month ☐ for 9/10 month ☐ 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></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>=100%</td>
<td></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
☐ Positive Time Reporting 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 ☐ hr ☐ mo 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>X Yes</td>
<td>4100000100</td>
<td>66932</td>
<td>1003</td>
<td>1500</td>
<td>50.00%</td>
</tr>
<tr>
<td>X Yes</td>
<td>4248214612</td>
<td>66932</td>
<td>1003</td>
<td>1500</td>
<td>50.00%</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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></td>
<td></td>
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<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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### ADDITIONAL PERSONAL DATA

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

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

**DATE SPECIFICATIONS (IT0094)**

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

**EDUCATION & QUALIFICATIONS (IT0009)**

**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 of documentation (required for all new/returning employees)
- Bank Deposit form
- Correspondence and supportive documentation
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.
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 CrHrs
□ Ancillary Hire
□ Volunteer Hire
□ NonResAlien Hiring Addendum
□ Campus Transfer In

FTE 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 01 Position # 62514 Position Title Psychologist U.S. Citizen? □ Yes □ No

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 ____________ Rel/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>This Position</td>
<td>62514</td>
<td>Psychologist</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</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 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 □ hr X mo Wage Type □ hr □ mo
Wage Type □ 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>424148327</td>
<td>62514</td>
<td>1003</td>
<td>1500</td>
<td>100.00%</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>
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<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>
<tbody>
<tr>
<td>11/23/2010</td>
<td>3/14/11</td>
<td>61096</td>
<td></td>
<td>B1</td>
<td>18,000.000</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) When entering in date use month/day/year

- I-9 Date required
- First Working Date required
- 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

☐ 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 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
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 (check one):
□ New Hire
□ Student Hire
□ Ancillary Hire
□ Volunteer Hire
□ NonRes/Alln 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

Reason Code O5 Position # 61986 Position Title Staff Secretary I
U.S. Citizen? □ Yes □ No

Personal Data (IT0002) refer to Personal Data Form

Organizational Assignment (IT0001)
Benefit % (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>a</th>
<th>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<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 (IT0005) 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 1001 Amt $ 7,706 X hr □ mo □ Wage Type □ hr □ mo
Wage Type Amt $ □ hr □ mo □ Wage Type □ hr □ mo
# COST DISTRIBUTION (IT9027)

<table>
<thead>
<tr>
<th>Cost Code: Grant Funded?</th>
<th>Cost Center / WES 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>4342500800</td>
<td>61986</td>
<td>1001</td>
<td>7.706</td>
<td>100.00%</td>
</tr>
<tr>
<td>No</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>No</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>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</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>11/10/2010</td>
<td>12/31/9999</td>
<td>61986</td>
<td>C2</td>
<td></td>
<td>16,028</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
First Working Date required
University Service Date
Tenure Date
Leave Accrual Date
Tenure Notify Date
Probation End Date
Last Working Date

# EDUCATION & QUALIFICATIONS (IT0009)

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
- [X] Correspondence and supportive documentation

PAF Revised 4-7-00
Section XIV
Organizational Change
ORGANIZATIONAL CHANGE

This process allows authorized staff to make changes to an employee's position. The organizational change action is used to process changes in an employee's position or organizational unit (department) resulting from: Promotion, Demotion, Lateral Transfer, Addition or Deletion of a Position Assignment, Reclassification, and Other Status Changes. 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 "Organizational Change"

ACTION (IT0000)

Select appropriate reason code:
  01 - Promotion Within
  02 - Promotion/Transfer
  03 - Lateral Within
  04 - Lateral Transfer
  05 - Demotion Within
  06 - Demotion/Transfer
07 - Position Add/Change
08 - Reclassification
09 - Other Status Change
10 - Extension of Appointment
Enter Position Number (Primary position)
Enter Position Title

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
(Process a change of work address on the Personal Data Form, if necessary)

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

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.

DATE SPECIFICATIONS (IT0041)

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

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 Gates First William Middle Initial J
Personnel #: 25114 Soc Sec #: 234-56-7890
Organizational Unit Name: Computing & Data Communications Org. Unit Phone: 554-3281

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date: FROM 11/15/2010 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

Organizational 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: 01 Position #: 69000 Position Title: Computer Operator 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
for 9/10 month Ret/Andi 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>69000</td>
<td>Computer Operator III</td>
<td>100.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</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 X
Shift
Other hours per day

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

BASIC PAY (IT0008)
Wage Type 1001 Amt $ 12,343 [X] 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>No</td>
<td>4451101001</td>
<td>69000</td>
<td>1001</td>
<td>12.343</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>FTE % relative to full time</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/2010</td>
<td>12/31/9999</td>
<td>69000</td>
<td></td>
<td>C2</td>
<td>25,673</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) (IT0904)

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

### DATE SPECIFICATIONS (IT0904)

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

- L-9 Date required
- First Working Date required
- University Service Date
- Leave Accrual Date
- Probation End Date

### EDUCATION & QUALIFICATIONS (IT0009)

Refer to Personal Data Form.

### ADDITIONAL COMMENTS OR EXCEPTIONS:

Promotion form Comp Op II. Return to probation.

### 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

PAF Revised 4-7-00
Section XV
Separation
SEPARATION

This transaction is used for separating an employee from any work relationship with the University. It is not used for employees transferring to another campus or taking a leave of absence. 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:  
To - Enter the date of the employee's last day of work  
Start/Stop Pay Date: (If different from appointment date)  
To - Enter the date of the employee's last day of pay if different from the last day of work. (e.g., Faculty member's last day of work is the last day of the Academic Year but their last date of pay is 08/31/----).

DESCRIPTION OF ACTION

Select "Separation"

ACTION (IT0000)

Select Appropriate reason code  
01 - Termination  
02 - Appointment/Funding Expired  
03 - Retirement  
05 - Resignation  
06 - Deceased  
07 - Permanent Disability  
08 - Other  
09 - New Job  
10 - Professional Improvement  
11 - Future Advancement  
12 - Career Change  
13 - Family Business
14 - Higher Wages
15 - Better Benefits
16 - Employee Relocation
17 - Spouse Relocation
18 - Personal Health
19 - Family Resp./Health
20 - Personal
21 - No Return from LOA
22 - School
23 - Position Eliminated
24 - Dissatisfied with Supervisor
25 - Dissatisfied with Environ.
26 - Dissatisfied with Policy/Prac.
27 - Dissatisfied with Co-worker(s)
28 - Forced Resignation
29 - Completed Residency
30 - Enter Private Practice
31 - Enter Another Residency
32 - Resign Volunteer Position
33 - Dissatisfied with Asgnd Duties
50 - T Unsatis. Perf. (on prob)
51 - T Unsatis. Perf. (after prob)
52 - T Tardiness
53 - T Absenteeism
54 - T Dept/Rule Violation
55 - T Position Abandon (3 day)
56 - T Gross Misconduct
57 - T Insubordination
58 - Visa Expiration
59 - T Fail to comply F/EAP
60 - T Fail to meet lic/reg req.
61 - T Academic Performance
70 - Change to Unpaid Status
80 - Change to Paid Status

Enter Position Number
Enter Position Title (Primary Position)

PAID APPOINTMENTS (IT9001) - List primary appointment first

End Date - Date employee's assignment is to end.

UNPAID APPOINTMENTS

End Date - Date employee's assignment is to end.
DATE SPECIFICATIONS (IT0041)

Last Working Date

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)

Correspondence and supportive documentation (i.e. Resignation letter)
Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date FROM ____________ TO 11/18/10
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

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

ACTION (IT0000)
Reason Code O2 Position # 61000 Position Title Staff Assistant 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></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>3</td>
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<td>4</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>5</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 M-F @ 8 hours/day
☐ Positive Time Reporting 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>____________</th>
<th>____________</th>
<th>Amt $</th>
<th>____________</th>
<th>____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage Type</td>
<td>Amt $</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 Hourly or Monthly</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>
<tbody>
<tr>
<td>11/18/10</td>
<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>
</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)** When entering in date use month/day/year

- I-9 Date required
- First Working Date required
- Tenure Date
- Tenure Notify Date
- Last Working Date 11/18/10

**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 XVI
Campus Transfer Out
CAMPUS TRANSFER OUT

Campus Transfer Out is used when an employee ends employment with one campus to begin employment at another campus with no break in service. It is used to transfer the employee record out of one campus so that it is available for a transfer to another campus. Another action is used to separate an employee 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 #
Social Security Number
Organizational Unit Name (Department)
Org Unit Phone (Department)

EFFECTIVE DATES

Appointment Effective Date:
To - Enter the date of the employee's last day of work
Start/Stop Pay Date: (If different from appointment date)
To - Enter the date of the employee's last day of pay if different from the last day of work. (e.g., Faculty member's last day of work is the last day of the Academic Year, but their last date of pay is 08/31/----).

DESCRIPTION OF ACTION

Select "Campus Transfer Out"

ACTION (IT0000)

Select appropriate reason code
02 - Appointment/Funding Expired
05 - Resignation
07 - Permanent Disability
08 - Other
10 - Professional Improvement
11 - Future Advancement
12 - Career Change
13 - Family Business
14 - Higher Wages
16 - Employee Relocation
17 - Spouse Relocation
18 - Personal Health
19 - Family Resp./Health
20 - Personal
21 - No Return from LOA
22 - School
23 - Position Eliminated
24 - Dissatisfied with Supervisor
25 - Dissatisfied with Environ.
26 - Dissatisfied with Policy/Prac.
27 - Dissatisfied with Co-worker(s)
32 - Resign Volunteer Position
70 - Change to Unpaid Status
80 - Change to Paid Status

PAID APPOINTMENTS (IT9001) - List primary appointment first

End Date - Date employee's assignment is to end.

UNPAID APPOINTMENTS

End Date - Date employee's assignment is to end.

DATE SPECIFICATIONS (IT0041)

Last Working Date

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)

Correspondence and supportive documentation (i.e. Resignation letter)
Employee Name Last Lelane First Jack Middle Initial C
Personnel # 59289
Organizational Unit Name HPER Org. Unit Phone 554-2670

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date FROM TO 5/12/11
Start/Stop Pay Date FROM TO 8/31/11

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

Campus Transfer Out 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 8 Position # 69191 Position Title Lecturer 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 __________ Rel/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>
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<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: 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>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>
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</tr>
<tr>
<td>☐ Yes ☐ No</td>
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<tr>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
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<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>5/12/11</td>
<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></td>
<td></td>
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</tr>
</tbody>
</table>

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

ADDITIONAL PERSONAL DATA: refer to Personnel Data Form

RESIDENCE STATUS (I-9) (IT0094)

☐ 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tenure Date</td>
<td>Leave Accrual Date</td>
</tr>
<tr>
<td></td>
<td>Tenure Notify Date</td>
<td>Probation End Date</td>
</tr>
<tr>
<td></td>
<td>Last Working Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5/12/11</td>
<td></td>
</tr>
</tbody>
</table>

EDUCATION & QUALIFICATIONS (IT0009): refer to Personnel 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 XVII
LOA Without Pay
LOA WITHOUT PAY

This transaction is used when an employee is taking a temporary leave from work and will not receive any pay from the University during the LOA. The employee is expected to return to his or her position at the University at the end of the LOA. This transaction is not used to separate or transfer 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 #
Organizational Unit Name (Department)
Org Unit Phone (Department)

EFFECTIVE DATES

Appointment Effective Date:
From - Enter the date leave is to begin
To - Enter the anticipated LOA return date
Start/Stop Pay Date:
From - Enter the date pay is to stop if different from the date leave is to begin
To -- Enter date LOA is to stop if different from the appointment effective "To" date

DESCRIPTION OF ACTION

Select "LOA Without Pay"

ACTION (IT0000)

Select Appropriate reason code
01 - Academic
02 - Military
03 - Personal
04 - Disability
05 - Education
06 - Faculty Development
08 - FMLA (Family Medical Leave Plan)
09 - Workers Compensation
10 - Contractual Agreement
11 - Administrative

Enter the Position Number (Primary position)
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)

Correspondence and supportive documentation (i.e. Family Medical Leave form)
**Personnel Action Form**

**EFFECTIVE DATES OF ACTION (MM/DD/YYYY):**
Appointment Effective Date FROM 2/2/2011 TO 5/2/11
Start/Stop Pay Date FROM TO

**DESCRIPTION OF ACTION** (enter X in a box)  
- New Hire
- Student Hire Chrs
- Ancillary Hire
- Volunteer Hire
- NonRes/Allen Hiring Addendum
- Campus Transfer In

**ACTION (IT0000)**
Reason Code 03 Position # 69919 Position Title Chemist 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
- Rel/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>
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<tbody>
<tr>
<td>This Position</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>=100%</td>
<td></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
- Leave Plan Code
- Employment % (FTE)

**BASIC PAY (IT0008)**
- Wage Type
- Amt $ _______ _______ ____________
- _______ _______ ____________
- __________
- Wage Type
- Amt $ _______ _______ ____________
- _______ _______ ____________
- __________
# 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</td>
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</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>
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</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>
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</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)

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

# DATE SPECIFICATIONS (IT0094)

When entering in date use month/day/year

- 4-9 Date required
- First Working Date required
- Tenure Date
- Tenure Notify Date
- Last Working Date

(To be completed by Personnel Services)

- University Service Date
- Leave Accrual Date
- Probation End 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

- Personal Data Form (PDF)
- Form W-4 (required for all new/returning employees) / Form W-5 (optional)
- Form 1-9 photocopies of documentation (required for all new/returning employees)
- Bank Deposit form
- Correspondence and supportive documentation
Section XVIII

LOA With Pay
LOA WITH PAY

This transaction is used when an employee is taking a temporary leave from work and will continue to receive any pay from the University during the LOA. The employee is expected to return to his or her position at the University at the end of the LOA. This transaction is not used when an employee retires or takes paid vacation or sick time. The form is designed for the department to complete the white areas and Human Resources to complete the shaded areas.

This transaction allows you to change an employee's pay rate during the LOA.

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 leave is to begin
    To - Enter the anticipated LOA return date
  Start/Stop Pay Date:
    From - Enter the date pay change due to LOA is effective (if applicable and if different from LOA begin date)
    To - Enter the date pay change due to LOA is to stop (if applicable and if different from LOA end date)

DESCRIPTION OF ACTION

  Select "LOA Without Pay"

ACTION (IT0000)

  Select Appropriate reason code
    01 - Academic
    02 - Military
    03 - Personal
    04 - Disability
    05 - Education
    06 - Faculty Development
08 - FMLA (Family Medical Leave Plan)
09 - Workers Compensation
10 - Contractual Agreement
11 - Administrative
Enter the Position Number

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
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
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(s)
Enter Title Modifier: (If appropriate)
   Blank - Not needed
   3 - Adjunct
   4 - Courtesy
   5 - Visiting
   6 - Emeritus
   T-- Tenure

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)

Correspondence and supportive documentation
**Personnel Action Form**

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

Appointment Effective Date  
FROM 08/19/2010  
TO 12/20/10

Start/Stop Pay Date  
FROM 09/01/10  
TO 02/28/11

**DESCRIPTION OF ACTION (enter X in a box)**

- [ ] New Hire
- [ ] Student Hire  CrHrs ______
- [ ] Ancillary Hire
- [ ] Volunteer Hire
- [ ] NonResAlien Hiring Addendum
- [ ] Campus Transfer In

**LOA with Pay Example**

- [ ] Separation *
- [ ] Separation with Pay*
- [ ] Campus Transfer Out*
- [ ] LOA without Pay
- [x] LOA with Pay
- [ ] Return from LOA
- [ ] Requires a Reason Code

**ACTION (IT0000)**

Reason Code  O1  
Position #  69886  
Position Title  Professor  
U.S. Citizen?  [ ] Yes  [ ] No

**PERSONAL DATA (IT0002)**

**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>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>=100%</td>
</tr>
</tbody>
</table>

**ADDITIONAL DATA (IT0006)**

**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)**

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Amt $</th>
<th>FTE</th>
<th>hr</th>
<th>mo</th>
<th>Wage Type</th>
<th>Amt $</th>
<th>FTE</th>
<th>hr</th>
<th>mo</th>
</tr>
</thead>
<tbody>
<tr>
<td>1008</td>
<td>3000.00</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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>4103060100</td>
<td>69888</td>
<td>100B</td>
<td>3000.00</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>8/14/1977</td>
<td>12/31/9999</td>
<td>69888</td>
<td>k1</td>
<td></td>
<td>36000</td>
<td></td>
<td></td>
<td>100%</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) (IT0904)

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

### DATE SPECIFICATIONS (IT0904)

When entering in date use month/day/year

- I-9 Date **required**
- First Working Date **required**
- 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 ____________

### 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 XIX
Return From LOA
RETURN FROM LOA

This transaction is used to return a University employee from LOA with or without pay. It cannot be used to rehire an employee who has been separated from any employment relationship with the University.

This transaction allows you to resume an employee's pay rate in case it has changed or was altered for the leave. It also allows you to change the leave dates in case the leave ended sooner than expected.

The return action assumes the employee is returning from the same position. If the employee is returning to a different position, COMPLETE AN ORGANIZATIONAL CHANGE AFTER YOU HAVE COMPLETED THE RETURN FROM LOA ACTION.

If the employee is returning from the LOA into the same position but with a different FTE, COMPLETE THE EMPLOYMENT % - FTE CHANGE ACTION AFTER YOU HAVE COMPLETED THE RETURN FROM LOA ACTION.

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 employee returned from LOA
   To - Enter the anticipated LOA return date. Use 12/31/9999 if the appt is on-going.

Start/Stop Pay Date:
   From - Enter the date pay is to resume if different from LOA return date (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 the stop pay date if different from the Appointment Effective Date "To".

DESCRIPTION OF ACTION

Select "Return from LOA"
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/WBS Element
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)
Enter Original Start Date (the first day the employee began work in the position)
Enter End Date. If ongoing, use 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

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

Enter FTE Percentage

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)

Correspondence and supportive documentation
Employee Name: Last ___________ First ___________ GI _________ Middle Initial _________

Personnel #: 26351

Organizational Unit Name: Chemistry Org. Unit Phone: 554-2628

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date: FROM 5/2/2011 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

Return from LOA 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 #: 61246 Position Title: Chemist 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>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</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 ________
☐ Other hours per 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: 1001 Amt $ 26 X 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 ☐ No</td>
<td>414582007</td>
<td>61248</td>
<td>1001</td>
<td>26</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>4/30/1977</td>
<td>12/31/9999</td>
<td>61248</td>
<td>c2</td>
<td>54,080</td>
<td></td>
<td></td>
<td></td>
<td>100%</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)

<table>
<thead>
<tr>
<th>G - 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

I-9 Date required
First Working Date required
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

☐ 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 XX
Employment Pause
EMPLOYMENT PAUSE

This transaction is used for placing an active employee into an unpaid status for a specific period of time. It is not used for leave of absences or separations. 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 on employment pause
Start/Stop Pay Date: (If different from appointment date)
  From - Enter the date of the first date pay should be paused if different from the appointment effective date. Ex: A faculty member's last day worked is the end of the academic year, but the first day pay should be paused is 6/1/xxxx

DESCRIPTION OF ACTION

Select "Employment Pause"

ACTION (IT0000)

Select Appropriate reason code
  01--Academic/Season
Enter Position Number
Enter Position Title(Primary Position)

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)

Correspondence and supportive documentation.
**Personnel Action Form**

**EFFECTIVE DATES OF ACTION (MM/DD/YYYY):**
- Appointment Effective Date: FROM 5/11/2011 TO 
- Start/Stop Pay Date: FROM 6/1/2011 TO 

**DESCRIPTION OF ACTION (enter X in a box):**
- [ ] New Hire
- [ ] Student Hire Cr/Hrs
- [ ] Ancillary Hire
- [ ] Volunteer Hire
- [ ] NonResAllen Hiring Addendum
- [ ] Campus Transfer In
- [x] Rehire
- [ ] Rehire as Volunteer
- [ ] Rehire as Ancillary
- [ ] Funding Change
- [ ] Employment % - FTE Change *
- [ ] Salary/Rate Change *
- [ ] Organizational Change*
- [ ] Separation *
- [ ] Employment Pause
- [ ] Campus Transfer Out'
- [ ] LOA without Pay*
- [ ] LOA with Pay*
- [ ] Return from LOA

* Requires a Reason Code

**ACTION (IT0000):**
- Reason Code: 1
- Position #: 61247
- Position Title: Research Scientist
- 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>Position Number</th>
<th>Position Title</th>
<th>Staffing Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100%</strong></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)

<table>
<thead>
<tr>
<th>Contract Length Code:</th>
<th>Leave Plan Code:</th>
<th>Employment % (FTE):</th>
</tr>
</thead>
</table>

**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 Hourly or Monthly</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</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</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/11/2011</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>Title Modifier</th>
<th>Organizational Unit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BANK DETAILS (IT009) / 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 - Alien, Non-Resident

DATE SPECIFICATIONS (IT0019 or IT0041) When entering in date use month/day/year

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

(To be completed by Personnel Services)
University Service Date
Leave Accrual Date
Probation End Date

EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

APPROVAL SIGNATURES
Employee Completing Form:

David Gefjon Date 3/14/11 __________________________ 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
Section XXI
Recurring Payments/Additional Payments
RECURRING PAYMENTS AND ADDITIONAL PAYMENTS

This transaction is used to process an additional pay for full time, active, salaried employees. Complete one recurring payment OR one additional payment per form. Use multiple forms as required. If the current wage types listed are not appropriate for the recurring/additional payment you are processing, please make a notation in the Additional Comments field (i.e. TEM).

Complete the following required fields:

Personnel # (if known)
Employee Name (Last, First)
Position Number for this payment
Cost Center/WBS Element for this payment

RECURRING PAYMENT WAGE TYPE

Select appropriate wage type for Recurring Payment:
1403 - Division of Continuing Studies
0616 - Expense Allowance
0615 - Housing Allowance
1404 - Overload
1405 - Phased Retiree Retirement
0617 - Retirement Allowance
1412 - Summer Instructional
1413 - Summer Research
1410 - Supplemental Compensation Stipend

ADDITIONAL PAYMENT WAGE TYPE

Select the appropriate wage type for Additional Payment:
1401 - Additional Compensation
0614 - Auto Allowance
0601 - Awards
0604 - Consulting
0605 - Honorarium
0609 - Royalty to Employee
0314 - Undergraduate Scholarship

ADDITIONAL COMMENTS

Any additional comments or instructions.

INTERVAL

Select only one of the options. The begin date, end date, and the amount are required fields.

One-time Payment
On-going (Monthly amount)
Quarterly
Other

VALID SIGNATURES

Signed Signatures
Please note that the primary recurring payment wage types used at UNO are as follows:

1404—Overload (Employees limited to 20% of their base salary each fiscal year)
1412—Summer Instructional (Faculty only and limited to 33% of their base salary each summer)
1413—Summer Research (Faculty only and limited to 33% for their base salary each summer)
Authorization Form for Recurring Payments or Additional Payments For Department Use

Personnel Number 18113  Employee Name Sy Schwardo
Position Number 61247  Cost Center/WBS Element 46-2487-1103-548

This is a RECURRING PAYMENT Wage Type (check only one) (IT0014)

☐ 1403 Division of Continuing Studies  ☐ 0617 Retirement Allowance
☐ 0616 Expense Allowance  ☐ 1412 Summer Instructional
☐ 0615 Housing Allowance  ☐ 1413 Summer Research
☒ 1404 Overload  ☐ 1410 Supplemental Compensation Stipend
☐ 1405 Phased Retiree Retirement

-- or --

This is a one-time ADDITIONAL PAYMENT Wage Type (check only one) (IT0015)

☐ 1401 Additional Compensation  ☐ 0605 Honorarium
☐ 0614 Auto Allowance  ☐ 0609 Royalty to Employee
☐ 0601 Awards  ☐ 0314 Undergraduate Scholarships
☐ 0604 Consulting

Additional Comments: Dr. Schwardo is being paid $5,000 for consultation on the Thorco Good Morning, Get Up and Go Morning Energizer

Interval: (check only one) When entering in date use month/day/year (i.e., 11/13/2003).

☐ One time payment  Effective Date: ___________________________  Amount $____________

☒ On-going:  Begin Date: 12/1/10  until End Date 1/31/11  Amount $2,500

☐ Quarterly  1st $ __________________  2nd $ __________________  3rd $ __________________  4th $ __________________

Begin Date ______________________  until End Date ______________________

☐ Other: (i.e. Annually/Biannually)  Begin Date ______________________  until End Date ______________________

Approval Signatures / Dates:

☒ __________________________________________________________  _________________

__________________________________________________________  ___________________