Personnel Action Form Manual University of Nebraska at Omaha Human Resources

02/23/2023

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Completing the Personnel Action Form (PAF)

The Personnel Action Form or PAF contains all the information Human Resources needs to update an individual's employment record. This includes position titles and numbers, dates of employment, benefits and pay information and department information. It must be received in Human Resources before any employment actions can be completed. The following is a step-by-step instruction manual for completing this form. The department representative should fill out all white fields. The shaded fields are for Human Resources and Academic Affairs use only. See page 12 for an example of a completed PAF.

Section I

- Enter the Employee Name fields (last name, first name, middle initial).
- Enter the Personnel Number if available. New hires will not have a personnel number until after this form has been processed.
- Enter the Organizational Unit Name.
- Enter the Organizational Unit Phone Number.

Section II

- Effective Dates of Action
 - Enter appointment effective dates. If there is no predetermined end date, enter 12/31/9999.
 - Enter the start and stop payment dates. Typically, these are the same as the appointment effective dates. The only time they may differ are in cases of employees in specific categories that, by contract, will receive a full month's pay, even if a full month is not worked.
- Description of Action
 - Mark the action that needs to be completed (see definitions on page 6).
 - If a student hire, enter the number of credit hours for which the student is currently enrolled. If the student is hired during the summer but not taking classes until the fall, indicate the number of hours the student will take in the fall.
- Action
 - Actions listed above marked with * require a reason code. Enter the code in the Reason Code field (see the reason code reference on page 10).
 - Enter the position number.
 - Enter the position title.

Section III

Organizational Assignment

- \circ $\;$ Enter the benefits percentage based on the contract length and time worked.
 - Example: For a full-time employee who works every month, enter 100% for 12 months.
 - If not eligible for benefits, mark "Not Eligible".
- All Current Positions at the University
 - Enter the position number, position title and staffing percentage for each job the individual holds at the University.
 - The Staffing Percentage should always equal 100%. If the individual only holds one position, enter 100%. If the individual holds multiple positions enter the percentage of Full Time Equivalency (FTE) for each position.
 - Example: A position that requires 10 hours a week worked is 25% FTE. A second position requiring 30 hours per week is 75% FTE. These two positions equal 100% FTE.

Section IV

- Planned Working Time
 - Select the type of work schedule the individual has.
 - Select Salary for all monthly paid (salaried) employees.
 - Select Positive Time Reporting for all hourly employees.
 - Enter the number of hours scheduled per week.
- Enter the Contract Length Code
 - o 01-Academic Year Paid 9/9 Months
 - o 02-Academic Year Paid 9/12 Months
 - o 03-10/10 Months
 - o O5-Summer Session
 - o 06-Fall Session
 - 07-Spring Session
 - o 08-Other
 - o 09-Spring Summer/8 Months
 - o 12-12/12 Months
- Enter the Leave Plan Code
 - OB- Biweekly, Not Eligible
 - 0M- Monthly, Not eligible
 - o 2A-12mo Academic/Administrative Vacation/Sick Leave
 - 1B- Biweekly Managerial/Professional Vacation/Sick Leave
 - 2B-12 month Managerial/Professional Vacation/Sick Leave
 - o 1C- Biweekly Office/Service Vacation/Sick Leave
- Enter the Employment % (FTE)
 - This percentage refers to how many hours an individual works per week and can range from 1 to 100.
 - To determine FTE, divide the number of hours worked by 40 (a full-time week).

Example: 15 hours a week is 15/40 equals 37% FTE

Section V

- Basic Pay
 - Enter Wage type based on the individual's position.
 - 1001- Hourly Rate
 - 1003- Regular Monthly Rate (used for full-time, salaried staff and 12-month faculty and administrators)
 - 1008- 9 months of work paid over 12 months of time.
 - 1010- Administrative Stipend
 - 1037- Temporary Salary
 - 1005- Summer Instructional
 - 1406- Professorship
 - Enter the amount to be paid.
 - Select hourly or monthly based on how the amount is to be paid.

Section VI

- Cost Distribution
 - Enter the Cost Center the individual's pay is to come from.
 - If the cost center assignment is temporary, add the start and stop pay dates.
 - Enter the position number
 - Enter the wage type
 - o Enter the Hourly or Monthly Rate
 - Enter the percentage of the individuals pay to come from that cost center.
 - Repeat these steps if more than one cost center shares the cost of the pay.
 - When all cost centers are entered, the percentage of pay should equal 100.

Section VII

- Paid Appointments
 - Enter the start date
 - o Enter the end date
 - If an end date has not been pre-determined, enter 12/31/9999
 - Enter the position number
 - Enter a title modifier, if applicable
 - 1- Acting
 - 2- Interim
 - 5- Visiting
 - Enter the Employee Subgroup
 - B1- Regular Managerial/Professional Salary
 - B2- Regular Managerial/Professional Hourly

- C2- Regular Office/Service Hourly
- D1- Student Graduate Assistant Salary
- F1- Temporary Academic Salary
- F2- Temporary Academic Hourly
- J1- Regular Special Term Faculty Salary (tenure Track)
- K1- Regular Tenured Faculty Salary
- L1- Regular Special Faculty Salary
- M1- Regular Academic Administrator Salary
- N1- Regular Administrator Salary
- S1 Student Worker Salary
- S2 Student Worker Hourly
- W1- Temporary Non-Faculty Salary (use this for a non-benefits eligible temp)
- W2- Temporary Non-Faculty Hourly (use this for a non-benefits eligible temp)
- Y1- Temporary Managerial/Professional Salary (use this for a benefits eligible temp)
- Z2- Temporary Office/Service Hourly (use this for a benefits eligible temp).
- Enter either the Budgeted Annual Salary or the Amount to be Paid
 - Budgeted Annual Salary is for regular employees
 - Amount to be Paid is for all temporary and student employees.
- o Enter the FTE
- Unpaid Appointments
 - This section is used for any volunteer appointments an individual might hold.
 - Enter start and end dates.
 - Use 12/31/9999 if an end date is not pre-determined.
 - When an individual leaves an unpaid appointment (volunteer), a PAF must be completed to terminate university services.
 - Enter the title for the volunteer.
 - Enter the title modifier, if applicable
 - 3- Adjunct
 - 4- Courtesy
 - 5- Visiting
 - 6- Emeritus
 - T- Tenure

Section VIII

- Date Specifications
 - Enter I-9 Date and First working date for all paid employee hires (staff, students, faculty)
 - \circ $\;$ Enter the last working date if the PAF is noting a separation
 - Enter Tenure Date and Tenure Notify Date, if applicable.
 - If technology access should be retained for individuals on Employment Pause, enter the start date.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

Section IX

- Additional Comments or Exceptions
 - Enter any comments needed.

Section X

- Approval Signatures
 - Obtain all needed signatures to complete the PAF.
 - Person completing the PAF
 - Supervisor of Employee or Head of Department
 - For all actions for employees in Academic Colleges or departments under Academic Affairs, obtain signatures from the Dean's Office and Academic Affairs.
 - Actions and hires for employees of Student Success should be routed to the Student Success Business Office for signatures.
 - Actions and hires of Graduate Assistants and Graduate Student Workers should be routed to Graduate Studies for signatures.

Definitions of Employment Actions

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.

Student Hire

Use for Graduate Assistants, Student Workers, or Work Study Students with no prior work history at the University.

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.

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.

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.

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.

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) or employee's pay rate (see Salary/Pay Rate 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).

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.

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. This action cannot be used to move a volunteer into a paid position.

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.

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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.

Leave of Absence (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.

Leave of Absence (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.

Return from Leave of Absence (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 to the same position. If the employee is returning to a different position, complete an Organizational Change PAF after you have completed the Return from LOA PAF. This requires a second form. If the employee is returning from the LOA into the same position but with a different FTE, complete the Employment%-FTE Change PAF after you have completed the Return from LOA PAF. This requires a second form. LOA PAF. This requires a second form.

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 leaves of absence or separations. Employment Pause does not continue university services. A Keep Services Action is required to retain services i.e., email and Canvas.

Recurring Payments or Additional Payments

This form is used to process additional pay for full time, active, salaried employees. Complete one recurring payment form for each action. Use multiple forms if needed. If the current wage types listed are not appropriate for the recurring/additional payment being processed, please make a notation in the Additional Comments field. See page 14 for an example of a completed form.

- Complete the following required fields
 - o Personnel Number
 - Employee Name
 - Position Number for this payment
 - o Cost Center/WBS Element for this payment.
- Select the appropriate wage type for a Recurring Payment
 - 0615- Housing Allowance
 - o 1424- Additional Wages
 - o 0617- Retirement Allowance
 - 1412- Summer Instructional
 - 1413- Summer Research
- Select the appropriate wage type for Additional Payments
 - 1424 Additional Wages
 - o 0614- Auto Allowance
 - o 0601- Awards
 - 0623-Relocation Expenses
 - 0609- Royalty to Employee
 - Enter any additional comments or instructions
- Interval
 - Select only one of the options
 - One-Time Payment
 - On-going Payment
 - Beginning and end dates are required
 - Quarterly
 - Other
 - Amount fields are required
- Obtain approval signatures required
- Route to Human Resources.
- The primary reasons for recurring or additional payments are
 - 1424 Additional Wages
 - Faculty are limited to 20% of their base pay each fiscal year.
 - 1412- Summer Instructional
 - for faculty only.
 - limited to 33% of their base salary each summer

Reason Code Reference

Employee Subgroup (ESG)

- A1 Regular Other Academic Salary
- 82 Regular Managerial/Professional Salary
- BZ Regular Managerial/Professional Hourly
- C2 Regular Office/Service Hourly
- D1 Student Graduate Assistant Salary
- F1 Temporary Academic Salary
- JI Regular Specific Term Faculty Salary
- K1 Regular Tenured Faculty Salary
- L1 Regular Special Faculty Salary
- M1 Regular Acadmic Administrator Salary
- N1 Regular Administrator Salary
- 51 Student Worker Salary
- S2 Student Worker Hourly
- V0 Volunteer without pay
- W1 Temporary Non-Faculty Salary
- W2 Temporary Non-Faculty Hourly
- 22 Temporary Office/Service
- V1 Temporary Managerial/Professional

Rate/Salary Cange Reason Code (IT0000)

- 00 Error Correction
- 01 Annual Adjustment
- 02 Performance Adjustment
- 03 Market Adjustment
- 04 Position Re-evaluation
- 05 Probationary Increase
- 66 Equity Adjustment
- 07 Additional Responsibilites
- 08 End Additional Responsibilities
- 09 Change in Payment Schedule
- 10 Administrative Adjustment

Organizational Changes Reason Code (IT0000)

- 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

Leave of Absense Reason Code (IT0000)

- 01 Academic
- 02 Military
- 03 Personal
- 04 Disability
- 05 Educational Development
- 06 Faculty Development
- 08 Family Medical Leave Act (FMLA

Benefits % (IT0001)

00 Anciliary/Retired 100%-50% (at 5% increments) for 12 mo NE Not eligible

Work Schedule Rule (IT0007)

- 5 days at 10 hours
- 5 days at 8 hours
- 5 days Temp/Student/Other Hourly
- 5 days Evening Shift 10%
- 5 days Night Shift 10%
- 7 days at 10 hours
- 7 day sat 8 hours
- 7 days Temp/Student/Other Hourly
- 7 days Evening Shift 10%
- 7 days Night Shift 10%

Leave Plan (IT0007)

- **OB** Biweekly Not Eligible
- OM Monthly Not Eligible
- 2A 12 mo Academic/Admin Vacation/Sick Leave
- 18 Brweekly M/P Vacation/Sick Leave
- 28 12 Month M/P Vacation/Sick Leave
- 1C Biweekly O/S Vacation Sick Leave

Employment % FTE Change Reason

- 01 Change Employment%
- 02 Change Benefit % Elig to NE
- 03 Schedule Change
- 04 Change Benefits % Elig to Elig

Title Modifier (IT9001)

- 1 Acting
- 2 Interim
- 3 Adjunet
- 4 Courtesy
- 5 Visiting
- 6 Emeritus

Separation/Transfer -Out Reason Code (IT0000)

- 01 Termination
- 02 Appointment/funding expired
- 03 Retirement
- 05 Resignation
- 06 Death
- 07 Unable to Perform Job Functions
- 08 Other
- 09 New Job
- No Return from LOA 21
- 23 Position Eliminiated
- Unsatisfactory Performance- Probation 50
- Work Permissibility Expired 58

Contract Length (IT0007)

- 01 Academic Year 9mo/9mo
- Academic Year 9mo/12mo 02
- 03 10mo/10mo
- 04 10mo/10mo
- 05 Summer Session
- 06 Fall Semester
- 07 Spring Semester
- 08 Other
- 09 Spring Semester 8 mo
- 11 11mo/12mo
- 12 12mo/12mo

Wate Type (IT0008)

- 1001 Hourly Rate
- 1003 Regular Monthly
- 1004 10mo/12mo Salary
- 1005 Summer Instruction
- 1007 2 Sem/8mo
- 1008 9mo/12mo Salary
- 1010 Admin Stipend- Salary
- 1018 Grant Report Exception
- 1036 Temp 9mo/12mo Salary
- 1037 Temp Salary/Gradudate Salary
- 1406 Regent, College, Distingushed, Program Prof TD Tenure Date
- 9XXX Non-Reseident Alien Compensation

Monitoring of Dates

- 01 Probation Expires
- 02 Appointment Expires
- 03 Visa Expires
- Work Authorization 04

Education (IT0022)

- CC Community College
- HS High School
- Other 0
- PS Professional School
- TR Trad Sechool
- TS Technical School
- UC University/College

Qualifications (IT0024)

- 2 Driver's license
- Lift 50lbs 3
- Programming Language Skills 4
- 5 Foreign Language Skills
- **Rlated Maintenance Skills** 6
- 7 Related Trade Skils
- **Related Clinical Skills** 8
- Related Service Skills 9
- 10 Related Technical Skills
- **Related Management Skills** 11
- 12 Related Communication Skills
- 13 License
- 14 Certification
- 15 Keyboarding/Typing Skills
- 16 Software Package Experience
- 17 Previous Experience

Date Specifications

- 01 Leave Accrual Date
- 40 First Working Day (this positon)
- 42 Last Workign Day (at UNL)
- FS F-1 Special Permit
- GF Grad Faculty Fello
- GM Grad Faculty Member
- 19 1-9 Date
- **QR** Faculty Equivalent Rank
- RE 401a Eligiblility
- RT Resident Alien Tax Status
- **TN** Tenure Notification
- U4 Benefits Hire Date
- **UD** University Service Date
- 05 Daily Allowance
- 20 Return from LOA
- 70 Next Review Date
- 71 Work Permit Expires

74 Disciplinary Probation

Expires

Routing Process of PAF Forms

Faculty, Staff and Adminstrators falling under Academic Affairs Initiating Department > Dean/Director > Academic Affairs > Human Resources

Staff and Administrators falling under Student Success

Initiating Department > Director/Department Head > Student Success > Human Resources

Graduate Assistants

Initiating Department > Dean/Director>Gaduate Studies>Human Resources

Student Worker/Work Study

Initiating Department > Dean/Director > Financial Support/Scholarship (if Work Study) > Student Employment > Human Resources

All Other Staff

Initiating Department > Dean/Department Head > Human Resources

Note: PAFs for positions receiving funding from a grant should also be routed through Grants Accounting

Clarification of VISA Types and Documents that Establish Identity and Employment Eligiblity for Form 19

- B1 Visitor for Business- Volunteer Status ONLY, no salary or honorarium is permitted. Reimbursment for travle and subsistence only
- B2 Visitor for Pleasure- No Employment is Permitted
- F1 Student- Form 194 and Form I-20 required
- F2 Spouse or Child of Student- Form I-94 indicating employment has been authorized by INS required.
- H1 Temporary Worker in a Specialty Occupation- Form 194 and 1-797 required.
- H4 Spouse or Child of Temporary Worker- Form I-94 indicating employment has been authorized by INS required.
- J1 Exchange visitor- Form I-94 and Form IAP-66 required
- J2 Spouse or Child of Exchange Visitor- Form I-94 indicating employment has been authorized by INS required.
- K1 Fiance(e) of US Citizen Form I-94 indicating employment has been authorized by INS required.
- IM Immigrant/Resident Alien/Refugee- Form I-551 (resident alien card) or Unexpired foreign Passport with I551-Stamp required
- EA Employment Authorization- Form I-688A or Form I-688B (Employment Authorization Card) required.
- TN Canada-U.S. Free Trade Agreement- Form I-94 indicating employment has been authorized by INS required.
- O1 Person of Extraoradinary Ability- Form I-94 and Form I-797A required
- R1 Religious Worker- Form I-94. No compensation is permitted

Questions

Academic Affairs - 4-2262HR Payroll - 4-2325Graduate Studies - 4-2341Student Employment - 4-2567Financial Support/Scholarship - 4-2327Budget - 4-2244HR Records - 4-3886Benefits - 4-3660

PAF Example - New Hire

Employee Name Last Burke	First Isaiah	Middle Initial W	
Personnel #		Contra la sula	
Organizational Unit Name HPER		Org. Unit Phone 4-2573	
Per	sonnel Action Form		
EFFECTIVE DATES OF ACTION (MM/DD/Y Appointment Effective Date FROM 10/22/2010 Start/Stop Pay Date FROM 10/22/2010	TO_12/31/9999		
Student Hire CrHrs Ancillary Hire Volunteer Hire NorreesAlien Hiring Addendum	New Hire Example Rehire Rehire as Volunteer Rehire as Anoilary Funding Change Employment %- FTE Change *	Separation * Employment Pause Campus Transfer Out* LOA without Pay* LOA with Pay*	
Campus Transfer In ACTION (IT0000) Reason Code Position # 64598 PERSONAL DATA (IT0002) refer to Persona	Salary/Rate Change* Organizational Change* Position Title Staff Secretary III	Return from LOA * Requires a Reason Code	1
ORGANIZATIONAL ASSIGNMENT (IT0001) Benefits % (Contribution percentage toward benefits for contract 100 for 12 month ALL CURRENT POSITIONS AT THE UNIVER Position Number This Position 64595	for 9/10 month Re	et/Ancil Not Eligible Staffing Percent 100	COST DISTRIBI Cost Center / WBS Element 4110100100 4342550100
2 3 4	Jan Jewetary II	100	Note: Percentage I
5		TOTAL =100%	Start Date En
ADDRESSES (IT0006) refer to Personal Data f PLANNED WORKING TIME (IT0007) Work schedule rule: Salary Positive Time Reporting MH= @ 8 hours/day 2 Shift Other hours per day Shift	Number of hours scheduled	d per week 40 at the University in all positions)	UNPAID APPOI Start Date I BANK DETAILS (IT
Contract Length Code:	Leave Plan Code: 10	Employment % (FTE): 100	ADDITIONAL PERS
Wage Type 1001 Amt \$ 9.074 Wage Type Amt \$ 4.000 Amt \$	Ihr mo Wage Type hr mo Wage Type	Amtshr mo	When entering in di I-9 Date <u>required</u> First Working Date <u>i</u> Last Working Date <u>i</u> Keep Services Activ
			EDUCATION & G
			ADDITIONAL C
			APPROVAL SIG
			-
			Signature (Employee C
			Signature (Employee C Signature
			Signature (Employee C

BUTION (IT9027)

Cost Center / WBS Element	Start/End date of CC/WBS (if needed)	Position Number	Wage Type	Hourly or Monthly Rate	% of Cost Distribution
4110100100		64596	1001	9.074	75
4342550100		64596	1001	9.074	25
Note: Percentage m	ust equal 100% for an	y given point ir	n time	TOTAL	= 100 %

TMENTS (179001)

End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary	OR	Amount To Be Paid	FTE % relative to ful
12/31/9999	64596		2	18873.92			100
	TS (IT9001						
End Date		Title		Title Modifier		Organizational Unit Nu	nber
TIC ATION	S (IT0019	or (T0041)					
FICATION	. (110010			and the second se		an Resources)	
n date use Mo	nth/day/year			(I a be completed University Se			
	nth/day/year 10/22/2010	ci il contra		and the second se	rvice Dat	e	
n date use Mo	nth/day/year			University Se Leave Ac Probation	rvice Dat crual Dat End Dat	e e	
n date use Mo <u>/</u>	nth/day/year 10/22/2010			University Se Leave Ac Probation	rvice Dat orual Dat	e e	
	End Date (1T0009) / 3	End Date (170009) / TAX AREA (170	End Date Title ((10009) / TAX AREA ((10207): <u>NE</u> /	End Date Title (170009) / TAX AREA (170207): <u>NE</u> / TAX WITHHOLD	End Date Title Title Modifier (110009) / TAX AREA (110207): NE / TAX WITHHOLDING W4/W5 (110	End Date Title Title Modifier (10009) / TAX AREA (170207): <u>NE</u> / TAX WITHHOLDING W4W5 (170210)	End Date Title Title Modifier Organizational Unit Nur (T0009) / TAX AREA (T0207): <u>NE</u> / TAX WITHHOLDING W4/W5 ((T0210)

COMMENTS OR EXCEPTIONS:

IGNATURES:

Signature (Employee Completing Form)	Printed Name	Date	
Signature	Printed Name	Date	
Signature	Printed Name	Date	
Signature	Printed Name	Date	

NOTES TO COMPLETER

PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Acknowledgements are completed in Docusign. Send signed offer letter and other supporting documentation to HR at unorecords@unomaha.edu.

PAF Example – Student New Hire

	Last Burke		First	Middle Initial W
ersonnel #	nit Manua	HPER		
Organizational Ur		THE LIX		Org. Unit Phone 4-2573
		Personr	el Action Form	
		(MM/DD/YYYY):	10.14 0.000	
	tive Date FROM	10/22/2010	TO_12/31/9999	
tart/Stop Pay Dat	FROM	10/22/2010	TO_12/31/9999	
SCRIPTION OF	ACTION (mark app	propriate box) Stud	lent New Hire Example	
New Hire	10	tour to the second s	hire	Separation *
Student Hire	CrHrs 12		hire as Volunteer hire as Ancillary	Employment Pause Campus Transfer Out*
Volunteer Hire			nding Change	LOA without Pav*
NonResAlien Hirir	ng Addendum		nployment % - FTE Change *	LOA with Pay*
Campus Transfer			lary/Rate Change *	Return from LOA
			ganizational Change*	* Requires a Reason Code
CTION (IT0000))			
Reason Code	Position	# 64596	Position Title Student Worker	
ERSONAL DATA		er to Personal Data	and the second sec	
enefits % (Contribution		nefits for contractual perio	d):	
enefits % (Contribution for 1:	n percentage toward ber 2 month	nefits for contractual perio		n 📉 Not Elig
enefits % (Contribution for 1:	n percentage toward ber 2 month	nefits for contractual perio	d):	Not Eig
enefits % (Contribution for 1:	percentage toward ber 2 month POSITIONS AT T	nefits for contractual perio	d): 9/10 month Ret/Anci	
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ALL CURRENT F	percentage toward ber 2 month POSITIONS AT T Position Number 64596	HE UNIVERSITY	d): 9/10 month Ret/Anci Position Title Student Worker	Staffing Percent
ALL CURRENT F	percentage toward ber 2 month POSITIONS AT T POSITIONS AT T 64596 64596 0006) refer to Per KING TIME (ITO)	HE UNIVERSITY HE UNIVERSITY rsonal Data Form	d): 9/10 month Ret/Anci Position Title Student Worker	Staffing Percent
ALL CURRENT F	percentage toward ber 2 month POSITIONS AT T POSITIONS AT T 54596 64596 006) refer to Per KING TIME (ITOU [Positive Time	HE UNIVERSITY HE UNIVERSITY rsonal Data Form 0007) e Reporting	d): #10 month Ret/Anci Position Title Student Wonter TO	Staffing Percent .49 TAL =100%
ALL CURRENT F	percentage toward ber 2 month POSITIONS AT T POSITIONS AT T 64596 006) refer to Per KING TIME (IT00 ☐Positive Time M+F (6	HE UNIVERSITY HE UNIVERSITY rsonal Data Form	d): #10 month Ret/Ancl Position Title Student Wonker TO TO	Staffing Percent 43 TAL =100%
ALL CURRENT F	percentage toward ber 2 month	rsonal Data Form 007) a Reporting 8 hours/day	d): #10 month Ret/Anci Position Title Student Wonter TO	Staffing Percent 43 TAL =100%
ALL CURRENT F	percentage toward ber 2 month	HE UNIVERSITY HE UNIVERSITY rsonal Data Form 0007) e Reporting	d): #10 month Ret/Ancl Position Title Student Wonker TO TO	Staffing Percent 49 TAL =100%
ALL CURRENT F ALL CURRENT F This Position 2 3 4 5 DDRESSES (ITO) LANNED WORI for schedule rule: Salary	percentage toward ber 2 month POSITIONS AT T Position Number 64596 64596 006) refer to Per KING TIME (ITOU Positive Tim MF (Shift, Other Shift	hours per day 3	d): #Y0 month ReyAnci Position Title Student Worker TO TO Number of hours scheduled per w (Include total time worked at the L	Staffing Percent 49 TAL =100%
Contract Length Co	percentage toward ber 2 month POSITIONS AT T Position Number 64596 64596 006) refer to Per KING TIME (ITOU Positive Tim MF (Shift, Other Shift Shift Shift	hours per day 3	d): #Y0 month ReyAnci Position Title Student Worker TO TO Number of hours scheduled per w (Include total time worked at the L	Staffing Percent 49 TAL =100%
ALL CURRENT F ALL CURRENT F This Position 2 3 4 5 DDRESSES (ITO) LANNED WORI for schedule rule: Salary	percentage toward ber 2 month POSITIONS AT T Position Number 64596 64596 006) refer to Per KING TIME (ITOU Positive Tim MF (Shift, Other Shift Shift Shift	hours per day 3	d): #Y0 month ReyAnci Position Title Student Worker TO TO Number of hours scheduled per w (Include total time worked at the L	Staffing Percent 49 TAL =100%
Contract Length Co	percentage toward ber 2 month POSITIONS AT T Position Number 64590 0006) refer to Per KING TIME (ITO) [Positive Time Shift, Other Sh	hours per day 3	d): #Y0 month ReyAnci Position Title Student Worker TO TO Number of hours scheduled per w (Include total time worked at the L	Staffing Percent 49 TAL =100%

Cost Center / W Element	BS C	tart/End date of C/WBS f needed)	Position Number	Wage Type		ourly or thly Rate	9 - H	% of Cost Distributio
4110100	100		64596	1001		9.074		75
4342550100		64596 1001		3	9.074		25	
Note: Percent	ane must e	qual 100% for an	v given point i	n time	TOTAL			= 100 %
		TS (IT9001)	y given point i		TOTAL			- 100 %
Start Date	End Date		Title Modifier	Employee Subgroup	Budgeted Annual Salary		Amount To Be Paid	FTE %
10/22/2010	12/31/9999	64596		2	9248.22	-		49%
						_		_
						_		-
UNPAID AF	POINTM	ENTS (IT9001	0					
Start Date	End Da	te	Title		Title Modifier		Organizational Unit Nu	mber
					ING W4/W5 (ITC	210)	-	
ADDITIONAL	PERSONAL	DATA refer to	Personal Data	Form				-
		ONS (IT0019	or (T0041)		(To be completed		and the second	
		Month/day/year 10/22/2010			University Se			
I-9 Date <u>requi</u> First Working						corual Dat		
Last Working					Probation End Date Next Review Date			
Keep Services		×			IVEALIN	ever ba		
neep berrives	Houve	-						
		FICATIONS (ITO	0.00)	er to Personal I	Data Form			

APPROVAL SIGNATURES:

Signature (Employee Completing Form)	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
	and the second se	
Signature	Printed Name	Date

NOTES TO COMPLETER

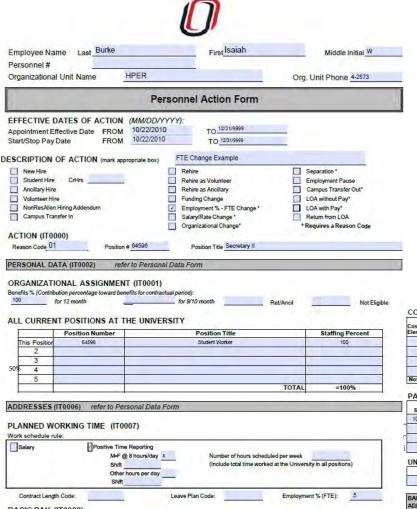
PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Acknowledgements are completed in Docusign. Send signed offer letter and other supporting documentation to HR at unorecords@unomaha.edu. Affairs)

leted by Acade

Bargaining Unit In/Out Faculty Rank Date

Graduate Faculty Date Fenure Notification Date Tenure Date

PAF Example – FTE Change



DASIC DAY ITOOM

ost Center / W ement	ter / WBS Start/End date of CC/WBS (if needed)		Position Number			Hourly or Monthly Rate		
4110100	100		64596	1001	1	9.074		75
4342550	100		64596	1001	9.074			
ata: Darana		gual 100% for an			TOTAL			= 100 %
AID APPC	DINTMEN	TS (IT9001)	Title	Employee	Budgeted	OR		FTE %
Start Date	End Date	Position #	Modifier	Subgroup	Annual Salary		Amount To Be Paid	relative to full
	End Date 12/31/9996		Modifier	Subgroup 2		Still.	Amount To Be Paid	
Start Date 10/22/2010			Modifier		Annual Salary	50	Amount To Be Paid	relative to full
10/22/2010	12/31/9996				Annual Salary	Ş.D	Amount To Be Paid	relative to full

50%

PAF Example – Salary Change

Personnel # Drganizational Unit Name	HPER	_	Org. Unit Phone 4-2573
	Perso	nnel Action Form	
EFFECTIVE DATES OF ACTION Appointment Effective Date FROM Start/Stop Pay Date FROM	10/22/2010	(): TO TO Pay Rate Change Example	-
SCRIPTION OF ACTION (mark ag New Hire Student Hire Critis Ancillary Hire Volunteer Hire NonResAlten Hiring Addendum Campus Transfer In ACTION (IT0000)	ppropriate box)	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

ORGANIZATIONAL ASSIGNMENT (IT0001)

Benefits % (Contribution percentage toward benefits for contractual period)

for 12 month ______ for \$'10 month ______ RetAncil _____ Not Eligible
ALL CURRENT POSITIONS AT THE UNIVERSITY

1	Position Number	Position Title	Staffing Percent
This Position			
2			
3			
4		V 11 11 11 11 11 11 11 11 11 11 11 11 11	
5			
		TOTAL	=100%

ADDRESSES (IT0006) refer to Personal Data Form

	Shift	201121010	-				
Contract Length Code:			Leave F	lan Code:		Employment % (FTE):	100
BASIC PAY (IT0008) Nage Type 1001	Amt \$	10.00		Imo		Amts	177hr
Wage Type Not Nage Type	Amt \$	10.00	- □hr		Wage Type	Amts	

COST DISTRIBUTION (IT9027)

Cost Center / WBS Element	Start/End date of CC/WBS (if needed)	Position Number	Wage Type	Hourly or Monthly Rate	% of Cost Distribution
4110100100		64596	1001	10.00	100
-					
	- Andrewski A			-	
Note: Percentage n	nust equal 100% for an	v given point in	time	TOTAL	= 100 %

PAID APPOINTMENTS (IT9001)

10/22/2010				Subgroup	Annual Salary	\Leftrightarrow	Amount To Be Paid	relative to full
	12/31/9999	64596		C2	20800			100
	-					_		
		TS (IT9001)					
Start Date	End Date	13 (13001	Title		Title Modifier		Organizational Unit Nur	nber
ADDITIONAL P			Personal Data	Form				
When entering		IS (IT0019 onth/day/year	or 110041)		(To be completed University Se			
9 Date require	d				Leave Ad	crual Dat	e	
First Working D	ate required	1			Probation	End Dat	le	
ast Working Da	ate <u>required</u>				Next R	eview Dat	le	
	Active							

EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Form

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES:

NOTES TO COMPLETER

Signature (Employee Completing Form)	
Signature	
Signature	
N-market	

PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy

other supporting documentation to HR at unorecords@unomaha.edu.

ledgements are completed in Docusign. Send signed offer letter and

ted Name ted Name ted Name

To be completed by Academic Affairs) Bargaining Unit In/Out Faculty Rank Date Graduate Faculty Date

ification Date Tenure Date Date

Date

Date

PAF Example – Organizational Change Last_Burke First Isaiah Middle Initial W Employee Name 25114 Personnel # HPER Organizational Unit Name Org. Unit Phone 4-2573 Personnel Action Form EFFECTIVE DATES OF ACTION (MM/DD/YYYY). TO 12/31/9999 Appointment Effective Date FROM 12/15/2013 Start/Stop Pay Date FROM TO DESCRIPTION OF ACTION (mark appropriate box) Org. Change Example New Hire Rehire Separation * Student Hire CrHrs Rehire as Volunt Employment Paus Ancillary Hire Rehire as Ancillary Campus Transfer Out LOA without Pay Volunteer Hire Funding Change NonResAlien Hiring Employment % - FTE Change LOA with Pay* Campus Transfer In Salary/Rate Change * Return from LOA Organizational Change * Requires a Reason Code ACTION (IT0000) Reason Code 01 Position # 64596 Position Title Computer Operator III 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 n Not Eligible Ret/Ancil COST DISTRIBUTION (IT9027) ALL CURRENT POSITIONS AT THE UNIVERSITY Start/End d CC/WBS (if needed) Hourly or Monthly Rate Position Number Position Title Staffing Percent Cost Center / WBS Position Number Wage Type % of Cost Distribution is Posi 69000 Computer Operator III 4110100100 69000 1001 12.34 4 5 Note: Percentage must equal 100% for a given point in TOTAL TOTAL =100% PAID APPOINTMENTS (IT9001) ADDRESSES (IT0006) refer to Personal Data Form Title Employee Budgeted Annual Salary OR Start Date End Date Position # Modifier Amount To Be Paid Subgroup 12/15/2013 12/31/9999 64596 C2 25,673 PLANNED WORKING TIME (IT0007) Work schedule rule Positive Time Reporting Salary MHF @ 8 hours/day X Number of hours scheduled per week Shift ____ (Include total time worked at the University in all positions) UNPAID APPOINTMENTS (IT9001) Other hours per day Start Date End Date Title Title Modifier Organizational Unit Number Contract Length Code: 12 1C 100 Leave Plan Code: Employment % (FTE): BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210) ADDITIONAL PERSONAL DATA refer to Personal Data Form BASIC PAY (IT0008) Amt \$ 12.34 Wage Type 1001 **√**hr mo Wage Type Amt s_ hr mo DATE SPECIFICATIONS (IT0019 or IT0041) (To be completed by Human Resources) Wage Type Amt \$ hr mo Wage Type Amts hr mo mo When entering in date use Mo nth/day/year University Service Date I-9 Date required Leave Accrual Date First Working Date required Probation End Date Last Working Date required Next Re view Da Keep Services Active EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Form ADDITIONAL COMMENTS OR EXCEPTIONS: APPROVAL SIGNATURES: Signature (Employee Completing Form) Printed Name Date Signature Delated Man Date Signatur Date Delated Max Printed Name Signature Date NOTES TO COMPLETER To be completed by Academic Affairs) PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Bargaining Unit In/Out Acknowledgements are completed in Docusign. Send signed offer letter and Faculty Rank Date

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

other supporting documentation to HR at unorecords@unomaha.edu.

Graduate Faculty Date Tenure Notification Date Tenure Date 100

= 100 %

FTE %

ve to full 100

PAF Example - Separation

Burko	-									
Employee Name Last Burke	First	Middle Initial W								
Personnel # 25114 Organizational Unit Name HPER		Org. Unit Phone 4-2573	<u>.</u>							
	Personnel Action Form									
EFFECTIVE DATES OF ACTION (MM/D Appointment Effective Date FROM Start/Stop Pay Date FROM	D/YYYY): TO_ ^{10/25/2020} TO	-								
ESCRIPTION OF ACTION (mark appropriate b New Hire Student Hire Ancilary Hire Volunteer Hire Campus Transfer In ACTION (IT0000) Reason Code 02 Position # 84566	ox) Separation Example Rehire Rehire as Volunteer Rehire as Ancillary Funding Change Benjogment % - FTE Change* SalaryRate Change* Organizational Change* Position Tale Computer Operator	Separation * Employment Pause Compus Transfer Out* LOA wethout Pay* LOA wethout Pay* LOA with Pay* Requires a Reason Code								
PERSONAL DATA (IT0002) refer to Per	sonal Data Form	-								
ORGANIZATIONAL ASSIGNMENT (IT00 Benefits % (Contribution percentage toward benefits for co- for 12 month	ntractual period):	et/Ancil Not Eligible	COST DIST	RIBUTION	(IT9027) rt/End date of	1	1 1	H	lourly or	
ALL CURRENT POSITIONS AT THE UN	and and		Cost Center / V Element	VBS CC	WBS leeded)	Position Number	Wage Type	Мо	nthly Rate	
Position Number This Position	Position Title	Staffing Percent								
2										
4 5			Note: Percer	itage must eq	ual 100% for any	y given point i	n time	TOTAL		
		TOTAL =100%	PAID APP		S (IT9001)					
ADDRESSES (IT0006) refer to Personal D	ata Form		Start Date	End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary		Amount To Be
PLANNED WORKING TIME (IT0007)										
Work schedule rule: Salary Positive Time Reporting										
MHF @ 8 hours/c Shift	(Include total time worked a	d per week at the University in all positions)								
Other hours per Shift	day		UNPAID A	End Date	NTS (IT9001) Title		Title Modifier		Organizational Un
Contract Length Code: 1	Leave Plan Code:	Employment % (FTE):	start Date	Eng Date		Title		The Modifier		organizational Ur
BASIC PAY (IT0008) Wage Type Amt \$	hrmo Wage Type	Amts hr me	BANK DETAI	LS (IT0009) /	TAX AREA (ITO	0207): <u>NE</u> /	TAX WITHHOLD	ING W4/W5 (IT	0210)	
Wage Type Amt \$	hr mo Wage Type	Amt s hr ma	ADDITIONAL	PERSONALI	ATA refer to	Personal Data	Form			
			When entering	ng in date use M	NS (IT0019 lonth/day/year	or (T0041)		(To be complete University S	ervice Dat	te
			I-9 Date <u>requ</u> First Working		-	_			on End Dat	
			Last Working	Date <u>required</u>				Next F	Review Dat	te
			Keep Service					_		
					CATIONS (ITO		er to Personal I	Data Form		
			ADDITION	AL COMME	NTS OR EXC	EPTIONS:				
			1						_	
			1.							

APPROVAL SIGNATURES:

Signature (Employee Completing Form)	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
NOTES TO SOUTH FTED	1000 C C C C C C C C C C C C C C C C C C	

NOTES TO COMPLETER

PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Acknowledgements are completed in Docusign. Send signed offer letter and other supporting documentation to HR at unorecords@unomaha.edu.

Amount To Be Paid

Organizational Unit Number

% of Cost Distribution

= 100 %

FTE %

relative to ful

Recurring Payment/Additional Payment Form Example

	Recurring	Payme	rization F nts or Ad epartmen	ditiona	-	ments
	Number_18113	Employ	ee Name_Is	aiah Bu	urke	1102 540
Position N	umber <u>61247</u>	_ Cost Ce	enter/WBS El	ement ⁴⁰	-2407	-1103-548
This is a <u>R</u>	ECURRING PAYMEN	T Wage Typ	be (check on	ly one) (IT	(0014)	
0615	Housing Allowance		061	7 Retir	ement All	owance
1424	Additional Wages		D 141	2 Sum	mer Instru	ictional
			■ 1413	3 Sum	mer Rese	earch
-		DAVATENT	or			TODAD
This is a or	ne-time ADDITIONAL	PAYMENT	wage type (cneck on	iy one) ((010)
	Additional Wages		060	o Roy	alty to En	nplovee
			000	5 10	any to Li	(projec
0614	Auto Allowance		11 000	5 10)	any to En	opio juo
0601 0623 Additional		being paid \$5,00				1.17
D601 D623 Additional Energizer.	Awards Relocation Expenses Comments: Dr. Burke is I Dr. Burke is I breck only one) When	being paid \$5,00	0 for consultation o	n the Thorco	Good Mornin	ig, Get up and Go Morning 11/13/2003).
O601 O623 Additional Energizer. Interval: (cl	Awards Relocation Expenses Comments: Dr. Burke is t heck only one) When payment Effective	entering in	0 for consultation o	n the Thorco nth/day/y	Good Mornin Tear (i.e.,	g. Get up and Go Morning 11/13/2003). Amount S
O601 O623 Additional Energizer. Interval: (cl	Awards Relocation Expenses Comments: Dr. Burke is I Dr. Burke is I breck only one) When	entering in	0 for consultation o	n the Thorco nth/day/y	Good Mornin Tear (i.e.,	g. Get up and Go Morning 11/13/2003). Amount \$
O601 O623 Additional Energizer. Interval: (cl One time On-going:	Awards Relocation Expenses Comments: Dr. Burke is t heck only one) When payment Effective	entering in / / 2010 u	0 for consultation o	n the Thorco nth/day/y	Good Mornin Tear (i.e.,	g. Get up and Go Morning 11/13/2003). Amount S
October 1 October 2 Octob	Awards Relocation Expenses Comments: Dr. Burke is 1 heck only one) When payment Effective Begin_1201?	entering in / / 2010 _u \$	0 for consultation o date use mo ntil End 01 3rd \$	n the Thorco nth/day/y	Good Mornin Year (i.e., 2011	g. Get up and Go Morning 11/13/2003). Amount S
October 1 October 2 Octob	Awards Relocation Expenses Comments: Dr. Burke is in heck only one) When payment Effective Begin 12 , 01 , 2 12 \$2nd \$	entering in / / 2010 _u \$	0 for consultation o date use mo ntil End 01 3rd \$	n the Thorco nth/day/y	Good Mornin Tear (i.e., 2011	g. Get up and Go Morning 11/13/2003). Amount S
October 1 October 2 Octob	Awards Relocation Expenses Comments: Dr. Burke is 1 heck only one) When payment Effective Begin 12 / 01 / 2 1 st \$2 nd \$ / /	entering in / / 2010 _u \$	0 for consultation o date use mo ntil End 01 3rd \$	n the Thorco nth/day/y	Good Mornin Tear (i.e., 2011	ng, Get up and Go Morning 11/13/2003). Amount \$ Amount \$
Occupation	Awards Relocation Expenses Comments: Dr. Burke is 1 heck only one) When payment Effective Begin 12 / 01 / 2 1 st \$2 nd \$ / /	entering in / / 2010 _u suntil End	0 for consultation o date use mo ntil End 01 3rd \$	n the Thorco nth/day/y	Good Mornin Tear (i.e., 2011	ng, Get up and Go Morning 11/13/2003). Amount \$ Amount \$
Occupation	Awards Relocation Expenses Comments: Dr. Burke is i heck only one) When payment Effective Begin 12 , 01 , 2 1* \$2nd ; / _ /	entering in / / 2010 _u suntil End	0 for consultation o date use mo ntil End 01 3rd \$	n the Thorco nth/day/y	Good Mornin Tear (i.e., 2011	ng, Get up and Go Morning 11/13/2003). Amount \$ Amount \$