

HR/Pay Transaction Form

Name as on SS Card Last Name		First Name		Middle		HR/Pay ID# or last 4 digits of SSN		Payroll			
BOY		PINOCCHIO		N		3333					
HR Dept# 7 digit	Position Department Name		Contact Name, Phone and Email & Dept - if different from position dept. name.								
1510000	COMPROLLER'S OFFICE		BAMBI 4-7180 BDEER@KU.EDU								
Job Code# /Job Code Description		<input type="checkbox"/> CUN		<input type="checkbox"/> CUX		<input type="checkbox"/> LFC		<input type="checkbox"/> STX			
0S9900 STUDENT HRLY		<input type="checkbox"/> Uncl Prof Staff		<input type="checkbox"/> Uncl Prof Staff		<input type="checkbox"/> Faculty		Salaried Temp. Student 14 day			
		<input type="checkbox"/> Univ. Support Stf		<input type="checkbox"/> Univ Suppt Staff		<input type="checkbox"/> Acad Staff		Salaried Temp. Student 10 day			
		<input type="checkbox"/> Other		<input type="checkbox"/> Other		<input type="checkbox"/> Other		<input type="checkbox"/> SRX			
		<input type="checkbox"/> Hourly		<input type="checkbox"/> Temporary		<input type="checkbox"/> Temporary		Salaried Temp. Student			
		<input type="checkbox"/> Exception Hourly		<input type="checkbox"/> Regular		<input type="checkbox"/> Regular		<input checked="" type="checkbox"/> STN			
		<input type="checkbox"/> Temporary		Salaried		Salaried		Hourly Temp. Student			
		<input type="checkbox"/> Regular						Total Wkly Hours 0.00			
Trxn Date (Appt/Pos/Fund) MM/DD/YY	Funding End Date (budget purpose only-not entered)	Position #	Comp. Rate	Account Code			Pool (if applicable)		Funding Split %	Total Appointment	Transaction Comments
				DeptID/Org 7 digits	Fund	Project/Scenario (grant or reimbursable)	HR/Position Dept. # 7 digits	Pool ID			
10/11/06		205011	7.500000	1510100	003		1510000	S01	100.000		HIRE NEW STUDENT TO WORK IN PAYROLL.
											CHANGE IN STANDARD HOURS

Chairperson/Principal Investigator _____ Date _____

Unit Director/Dean _____ Date _____

Asst/Assoc Provost; Provost; Univ Dir; Vice Chanc _____ Date _____