

HR/Pay Transaction Form

Name as on SS Card Last Name		First Name		Middle		HR/Pay ID# or last 4 digits of SSN		Payroll					
CRAB		SEBASTIAN		SAM		1105501							
HR Dept# 7 digit		Position Department Name		Contact Name, Phone and Email & Dept - if different from position dept. name.									
1510000		COMPROLLER'S OFFICE		BAMBI 4-7482 BDEER@KU.EDU				Standard Hrs Per Week		11.00			
Job Code# /Job Code Description		<input type="checkbox"/> CUN <input type="checkbox"/> Uncl Prof Staff <input type="checkbox"/> Univ. Support Stf <input type="checkbox"/> Other		<input type="checkbox"/> CUX <input type="checkbox"/> Uncl Prof Staff <input type="checkbox"/> Univ Suppt Staff <input type="checkbox"/> Other		<input type="checkbox"/> LFC <input type="checkbox"/> Faculty <input type="checkbox"/> Acad Staff <input type="checkbox"/> Other		<input type="checkbox"/> STX Salaried Temp. Student 14 day <input type="checkbox"/> SRX Salaried Temp. Student 10 day <input checked="" type="checkbox"/> STN Hourly Temp. Student		Monday 2.00 Tuesday 3.50 Wednesday 2.00 Thursday 3.50 Friday Saturday Sunday Total Wkly Hours 11.00		HR/EO Benefits	
0S9900 STUDENT HOURLY		<input type="checkbox"/> Hourly <input type="checkbox"/> Exception Hourly <input type="checkbox"/> Temporary <input type="checkbox"/> Regular		<input type="checkbox"/> Temporary <input type="checkbox"/> Regular Salaried		<input type="checkbox"/> Temporary <input type="checkbox"/> Regular Salaried				HR/EO			
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 (If you have updates to fields in the HR/Pay system that are not included on this form, please indicate in this column.)		
				DeptID/ Org 7 digits	Fund	Project/ Scenario (grant or reimbursable)	HR/Position Dept. # 7 digits	Pool ID					
02/01/07		205012	8.000000	1510200	725	12345X	1510000	S05	50.000		COVER PAYROLL RECEPTION AREA - WAS ENGLISH EMPLOYEE		
				1510300	003				50.000		SPLIT FUNDING POOL - NO OTHER STUDENTS APPT		
											EXCEPTION HOURLY		
											*It is rare to have a student hourly be coded as exception hourly.		

Chairperson/Principal Investigator _____ Date _____

Unit Director/Dean _____ Date _____

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