

# HR/Pay Transaction Form

Name as on SS Card Last Name		First Name		Middle		HR/Pay ID# or last 4 digits of SSN		Payroll				
MERMAN III		WILLIAM		T		1058871						
HR Dept# 7 digit		Position Department Name		Contact Name, Phone and Email & Dept - if different from position dept. name.								
2003000		BUSINESS		ALLADIN 4-7480 ALAMP@KU.EDU						Standard Hrs Per Week <b>20.00</b>		
Job Code# /Job Code Description		<input type="checkbox"/> CUN		<input type="checkbox"/> CUX		<input type="checkbox"/> LFC		<input type="checkbox"/> STX		Monday		HR/EO Benefits
0S9900 STDNT HRLY		<input type="checkbox"/> Uncl Prof Staff		<input type="checkbox"/> Uncl Prof Staff		<input type="checkbox"/> Faculty		Salaried Temp. Student 14 day		Tuesday		
		<input type="checkbox"/> Univ. Support Stf		<input type="checkbox"/> Univ Suppt Staff		<input type="checkbox"/> Acad Staff		Salaried Temp. Student 10 day		Wednesday		
		<input type="checkbox"/> Other		<input type="checkbox"/> Other		<input type="checkbox"/> Other		<input type="checkbox"/> SRX		Thursday		HR/EO
		<input type="checkbox"/> Hourly		<input type="checkbox"/> Temporary		<input type="checkbox"/> Temporary		Salaried Temp. Student		Friday		
		<input type="checkbox"/> Exception Hourly		<input type="checkbox"/> Regular		<input type="checkbox"/> Regular		<input checked="" type="checkbox"/> STN		Saturday		
		<input type="checkbox"/> Temporary						Hourly Temp. Student		Sunday		
		<input type="checkbox"/> Regular		Salaried		Salaried				Total Wkly Hours <b>0.00</b>		
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				
01/01/07		205021	8.000000	2003000	709		2003000	W77	75.000		EARNINGS - WORK STUDY SHARE	
				2003100	099				25.000		EARNINGS -DEPT SHARE	
				2003100	099				100.000		DEDUCTIONS AND TAXES	
											CHANGE TO WORKSTUDY FUNDING ONLY.	

Chairperson/Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Unit Director/Dean \_\_\_\_\_ Date \_\_\_\_\_

Asst/Assoc Provost; Provost; Univ Dir; Vice Chanc \_\_\_\_\_ Date \_\_\_\_\_