# HR/Pay Transaction Form



| Name as on SS Card Last Name | First Name | Middle | HR/Pay ID# or last 4 digits of SSN | Payroll |
|---|---|---|---|---|
| | | | | |

| HR Dept# 7 digit | Position Department Name | Contact Name, Phone and Email & Dept - if different from position dept. name. |
|---|---|---|
| **1520000** | **HUMAN RESOURCES/EQUAL OPP** | **DAISY 4-7482 DDUCK@KU.EDU** |

| Standard Hrs Per Week | |
|---|---|
| Monday | |
| Tuesday | |
| Wednesday | |
| Thursday | |
| Friday | |
| Saturday | |
| Sunday | |
| Total Wkly Hours | **0.00** |

HR/EO Benefits

HR/EO

| Job Code# | Job Code Description | CUN | CUX | LFC | STX | SRX | STN |
|---|---|---|---|---|---|---|---|
| | | ☐ Uncl Prof Staff<br>☐ Univ. Support Stf<br>☐ Other<br>☐ Hourly<br>☐ Exception Hourly<br>☐ Temporary<br>☐ Regular | ☐ Uncl Prof Staff<br>☐ Univ Suppt Staff<br>☐ Other<br>☐ Temporary<br>☐ Regular<br>Salaried | ☐ Faculty<br>☐ Acad Staff<br>☐ Other<br>☐ Temporary<br>☐ Regular<br>Salaried | Salaried Temp. Student 14 day | Salaried Temp. Student 10 day | Hourly Temp. Student |

| Trxn Date (Appt/Pos/ Fund) MM/DD/YY | Funding End Date (budget purpose only-not entered) | Position # | Comp. Rate | Account Code: DeptID/ Org 7 digits | Account Code: Fund | Account Code: Project/ Scenario (grant or reimbursable) | Pool (if applicable): HR/Position Dept. # 7 digits | Pool (if applicable): Pool ID | 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.) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **06/18/06** | | | | **1520100** | **700** | | **1520000** | **S09** | **100.000** | | CHANGE THE FUNDING ON THIS POOL |
| | | | | | | | | | | | NO ONE IS APPOINTED TO THIS POOL - REUSING THE POOL ID |
| | | | | | | | | | | | UPDATE POOL LABEL TO HR/EO-POE 1520100-700 |
| | | | | | | | | | | | |
| | | | | | | | | | | | *You might set up a new pool id instead of reusing. |
| | | | | | | | | | | | *Some budgetary areas require new pool if in univ. budget. |
| | | | | | | | | | | | |

Chairperson/Principal Investigator Date

Unit Director/Dean Date

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



Submit 3 pages on NCR paper through channels