

HR/Pay Transaction Form

Name as on SS Card Last Name			First Name			Middle			HR/Pay ID# or last 4 digits of SSN		Payroll	
CHARMING			CINDERELLA			Q			1003589			
HR Dept# 7 digit		Position Department Name			Contact Name, Phone and Email & Dept - if different from position dept. name.							
2506000		MEDICINAL CHEMISTRY			DONALD 4-7482 DODUCK@KU.EDU						Standard Hrs Per Week 20.00	
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
032000 GRADUATE RESEARCH ASSISTANT		<input type="checkbox"/> Uncl Prof Staff <input type="checkbox"/> Univ. Support Stf <input type="checkbox"/> Other		<input type="checkbox"/> Uncl Prof Staff <input type="checkbox"/> Univ Suppt Staff <input type="checkbox"/> Other		<input type="checkbox"/> Faculty <input type="checkbox"/> Acad Staff <input type="checkbox"/> Other		Salaried Temp. Student 14 day		Tuesday		
		<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		<input type="checkbox"/> Temporary <input type="checkbox"/> Regular		Salaried Temp. Student 10 day		Wednesday		
				Salaried		Salaried		<input checked="" type="checkbox"/> SRX		Thursday		HR/EO
								<input type="checkbox"/> STN		Friday		
								Hourly Temp. Student		Saturday		
										Sunday		
										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 (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			
08/13/06	06/04/07	125670	600.000000	2507000	720	12345	2506000	005	100.000	15,600	CHANGE FUNDING
											PHARM PRACTICE GRANT - MED CHEM EMPLOYEE
											*For students depts may appt the student on a position in their dept.
											instead of setting up their funding on a pool in another dept.

Chairperson/Principal Investigator _____ Date _____

Unit Director/Dean _____ Date _____

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