HR/Pay Transaction Form

Name as on SS Card Last Name	First Name	Middle	HR/Pay ID# or last 4 digits of SSN	Payroll
CRICKET	**JIMINY**	**BUG**	**1112222**	

HR Dept# 7 digit	Position Department Name	Contact Name, Phone and Email & Dept - if different from position dept. name.
2003000	**BUSINESS**	**LILLU 4-7482 LFLOWER@KU.EDU**

Standard Hrs Per Week	**40.00**
Monday	**10.00**
Tuesday	**10.00**
Wednesday	**10.00**
Thursday	**10.00**
Friday	
Saturday	
Sunday	
Total Wkly Hours	**40.00**

HR/EO Benefits

HR/EO

Job Code#	Job Code Description
KU4071	**ACCOUNTANT**

CUN
- ☐ Uncl Prof Staff
- ☑ Univ. Support Stf
- ☐ Other
- ☐ Hourly
- ☑ Exception Hourly
- ☐ Temporary
- ☑ Regular

CUX
- ☐ Uncl Prof Staff
- ☐ Univ Suppt Staff
- ☐ Other
- ☐ Temporary
- ☐ Regular

Salaried

LFC
- ☐ Faculty
- ☐ Acad Staff
- ☐ Other
- ☐ Temporary
- ☐ Regular

Salaried

STX ☐ Salaried Temp. Student 14 day

SRX ☐ Salaried Temp. Student 10 day

STN ☐ 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.)
04/14/07		**205087**	**20.000000**								RETIREMENT
											* Last day with pay is 04/13/07

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