

HR/Pay Transaction Form

Name as on SS Card Last Name		First Name		Middle		HR/Pay ID# or last 4 digits of SSN		Payroll									
DALMATION JR		SPOT				1024697											
HR Dept# 7 digit		Position Department Name		Contact Name, Phone and Email & Dept - if different from position dept. name.													
2112000		CHEMISTRY		MULAN 4-7482 MPRINCESS@KU.EDU		Standard Hrs Per Week		***									
Job Code# /Job Code Description		<input type="checkbox"/> CUN		<input type="checkbox"/> CUX		<input checked="" type="checkbox"/> LFC		<input type="checkbox"/> STX									
021000 PROFESSOR		<input type="checkbox"/> Uncl Prof Staff		<input type="checkbox"/> Uncl Prof Staff		<input checked="" type="checkbox"/> Faculty		Salaried Temp. Student 14 day									
		<input type="checkbox"/> Univ. Support Stf		<input type="checkbox"/> Univ Suppt Staff		<input type="checkbox"/> Acad Staff											
		<input type="checkbox"/> Other		<input type="checkbox"/> Other		<input type="checkbox"/> Other											
		<input type="checkbox"/> Hourly		<input type="checkbox"/> Temporary		<input type="checkbox"/> Temporary		Salaried Temp. Student 10 day									
		<input type="checkbox"/> Exception Hourly		<input type="checkbox"/> Regular		<input checked="" type="checkbox"/> Regular											
		<input type="checkbox"/> Temporary				<input type="checkbox"/> STN		Hourly Temp. Student									
		<input type="checkbox"/> Regular		Salaried		Salaried		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	
05/17/07		06/14/07		5391		3,000.000000		2112000 706 456839				100.000				MODIFY STND HRS TO 30-PT-RETURN FROM SUMMER LEAVE W/BENEFITS	
06/15/07		06/30/07		5391		4,000.000000		2112300 720 12136KEY				50.000				MODIFY STND HRS TO 40 -FULLTIME PI FUNDING	
								2112400 720 15691				25.000					
								2970000 721 63955				25.000					
07/01/07				5391		4,000.000000		2112000 099				100.000				STND HRS 40. Place on summer leave w/benefits, funding change	
																*if doing multiple standard hours changes - put asterik in Standard Hours field and note in comments with each effective date	
																* required comments (place on/return from summer leave w/ benefits)	

Chairperson/Principal Investigator _____ Date _____

Unit Director/Dean _____ Date _____

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