

# HR/Pay Transaction Form

Name as on SS Card Last Name		First Name		Middle		HR/Pay ID# or last 4 digits of SSN		Payroll													
MOUSE		MINNIE		MOO		1119999															
HR Dept# 7 digit		Position Department Name		Contact Name, Phone and Email & Dept - if different from position dept. name.																	
2504000		PHARMACEUTICAL CHEMISTRY		TULIP/HIGUCHI BIOSCI 4-7482 TRED@KU.EDU																	
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"/> Univ. Support Stf <input type="checkbox"/> Other		<input type="checkbox"/> Uncl Prof Staff <input type="checkbox"/> Univ Suppt Staff <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Acad Staff <input type="checkbox"/> Other		<input type="checkbox"/> SRX Salaried Temp. Student 14 day													
		<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 checked="" type="checkbox"/> Regular		<input type="checkbox"/> STN Salaried Temp. Student 10 day <input type="checkbox"/> STN Hourly Temp. Student													
				Salaried		Salaried		Standard Hrs Per Week 40.00													
								Monday Tuesday Wednesday Thursday Friday 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					
								DeptID/Org 7 digits		Fund		Project/Scenario (grant or reimbursable)		HR/Position Dept. # 7 digits		Pool ID					
05/17/07				555		4,500.000000		2970100		725		23456X						100.000		RETURN FROM SUMMER LEAVE W/BENEFITS	
06/01/07				555		4,500.000000		2504300		099								100.000		PLACE BACK ON SUMMER LEAVE W/BENEFITS	
																				* required comments (place on/return from summer leave w/ benefits)	
																				*if funding another depts employee - note your dept name in contact field	

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

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

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