

# HR/Pay Transaction Form

Name as on SS Card Last Name		First Name		Middle		HR/Pay ID# or last 4 digits of SSN		Payroll									
DISNEY		WALT		B		1099999											
HR Dept# 7 digit		Position Department Name		Contact Name, Phone and Email & Dept - if different from position dept. name.													
2454000		NatrI History Mus & BioDiv Ctr		GERDIE/NHM&BDRC 4-7482 GGOOD@KU.EDU													
Job Code# /Job Code Description		<input type="checkbox"/> CUN		<input type="checkbox"/> CUX		<input type="checkbox"/> LFC		<input type="checkbox"/> STX									
032000 GRA		<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		<input type="checkbox"/> Salaried Temp. Student 14 day <input checked="" type="checkbox"/> SRX <input type="checkbox"/> Salaried Temp. Student 10 day <input type="checkbox"/> STN <input type="checkbox"/> Hourly Temp. Student									
		<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 Salaried		<input type="checkbox"/> Temporary <input type="checkbox"/> Regular Salaried		Standard Hrs Per Week <b>20.00</b> Monday Tuesday Wednesday Thursday Friday Saturday Sunday Total Wkly Hours <b>0.00</b>									
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	
06/18/06				68569		800.000000		2454000 720 22350		2454000 010		100.000				RETROACTIVE FUNDING REQUESTFOR 06/18/06-07/01/06	
																GROSS & FRINGE ATTACHED	
																JUST NOTIFIED GRA WAS WORKING ON 22350 INSTEAD OF 21550	
																RFA FROM 2454000-720-21550 (POOL 005)	
																TO 2454000-720-22350 (POOL 010)	

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

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

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