

NAME-FIRST	MIDDLE	LAST	EMPLOYEE ID NUMBER	EFFECTIVE DATE	DEPARTMENT	END OF APPT DATE
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**Section A For New Regular and Temporary Staff Only**

<b>S E C T I O N A</b>	ADDRESS			SOCIAL SECURITY NO.			CITIZEN OF WHAT COUNTRY			TYPE OF VISA IF CITIZEN OTHER THAN U.S.A.			
	CITY AND STATE			ZIP CODE			MARITAL STATUS	MALE	FEMALE	BIRTH DATE		TELEPHONE NO.	END OF APPT
	POSITION TITLE			ADDITION <input type="checkbox"/>	REGULAR	TEMP	FULL TIME	PART TIME	REHIRE	GRAD STUDENT	PREVIOUS EMPLOYEE		
			REPLACEMENT <input type="checkbox"/>										

**COMPENSATION INFORMATION**

<b>S E C T I O N B</b>	TOTAL PAYMENT \$ <input style="width:100px;" type="text"/> <input type="checkbox"/> PER HOUR <input type="checkbox"/> SEMI MONTHLY <input type="checkbox"/> OTHER EXPLAIN											
	PAYMENTS TO BE MADE <input type="checkbox"/> WEEKLY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> ELIGIBLE FOR OVERTIME											
	OTHER INFORMATION:											

**UNIVERSITY FUNDED**

DEPARTMENT HEAD

\_\_\_\_\_  
 AUTHORIZED SIGNATURE/DATE

DIVISION HEAD

\_\_\_\_\_  
 AUTHORIZED SIGNATURE/DATE

**GRANT FUNDED**

PRINCIPAL INVESTIGATOR(S)

\_\_\_\_\_  
 AUTHORIZED SIGNATURE(S)/DATE

ADMINISTRATOR OF SPONSORED PROGRAMS

\_\_\_\_\_  
 AUTHORIZED SIGNATURE/DATE

WAGE AND SALARY ADMINISTRATOR

\_\_\_\_\_  
 AUTHORIZED SIGNATURE/DATE

BUDGET OFFICE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE/DATE

**CHANGE OF STATUS**

<b>S E C T I O N C</b>	<input type="checkbox"/> SALARY CHANGE											
	TOTAL PAYMENT \$ <input style="width:100px;" type="text"/> FROM <input style="width:100px;" type="text"/> TO <input style="width:100px;" type="text"/> <input type="checkbox"/> PER HOUR <input type="checkbox"/> SEMI MONTH											
	REASON <input style="width:300px; height:30px;" type="text"/>	EFFECTIVE DATE <input style="width:100px;" type="text"/>										
	<input type="checkbox"/> STOP PAYMENTS	<input type="checkbox"/> TERMINATION	LAST DAY OF EMPLOYMENT <input style="width:100px;" type="text"/>	NUMBER OF VACATION DAYS EARNED <input style="width:100px;" type="text"/>								
	<input type="checkbox"/> LEAVE OF ABSENCE	FROM <input style="width:100px;" type="text"/>	TO <input style="width:100px;" type="text"/>									
	<input type="checkbox"/> RETURN TO PAYROLL											
<input type="checkbox"/> OTHER												

**COMPENSATION DISTRIBUTION**

<b>S E C T I O N D</b>	CURRENT DISTRIBUTION			PROPOSED DISTRIBUTION		
	ACCOUNT NO.	%	AMOUNT	ACCOUNT NO.	%	AMOUNT
	TOTAL			TOTAL		