



Fiscal Year: [ ]

Reference Number: [ ]

1. Name:												2. Employee Number:			
3. Transaction:												5. Academic Qualifications:			
4. Purpose:															
6. Work Day:		Full: [ ]		Partial: [ ]		Hours per week: [ ]									
7. Effective date:		MONTH	DAY	YEAR					8. Termination Date:		MONTH	DAY	YEAR		
9. AEELA		10. Retirement		11. Health Insurance		12. Type of Visa		13. I-9 Effect. (mm/dd/yyyy)				14. Exempt			
[ ] Yes [ ] No		[ ] Yes [ ] No		[ ] Yes [ ] No		[ ] [ ] N/A		[ ] [ ] [ ] [ ] [ ] [ ]				[ ] Non Exempt [ ]			

EMPLOYMENT DATA

	CURRENT	AFTER THE CHANGE
15. Pay Scale (category, level, five year salary increase or "quinquenio")	[ ]	[ ]
16. Faculty, Department, Deanship, Office	[ ]	[ ]
17. Organization's Default Account	[ ] [ ]	[ ] [ ]
18. Title/Rank	[ ]	[ ]
19. Appointment Type	[ ]	[ ]
20. Position Number	[ ]	[ ]
21. Type of Service	[ ]	[ ]
22. Payment Element	[ ]	[ ]
23. Account to be Charge	[ ]	[ ]
24. Amount to be Pay (monthly or per period according to payment element)	[ ]	[ ]
25. Current Annual Institutional Base Salary	[ ]	[ ]
26. Time and Effort Report Required	Yes [ ] No [ ]	

27. Off-Scale Salary

Authorized Amount Above Pay Scale	[ ]	Authorized Increase	[ ]
Academic Preparation	[ ]	Five Year Salary Increase	[ ]

[ ]	Date	[ ]	Date
Employee	Date	Budget Office Director	Date
[ ]	Date	[ ]	Date
Immediate Supervisor	Date	Finance Office Director	Date
[ ]	Date	[ ]	Date
Home Department Director	Date	Principal Investigator or Project Director	Date
[ ]	Date	[ ]	Date
Dean or Office Director	Date	Principal Investigator or Project Director	Date
[ ]	Date	[ ]	Date
Human Resources Director	Date	Appointing Authority or Authorized Representative	Date

28. Comments:

[ ]

