



Use this example when you wish to add or change an encumbrance date for an employee.

PLEASE TYPE OR PRINT CLEARLY

PP#

A COMPLETE THIS GENERAL DATA SECTION FOR ALL PERSONNEL CHANGE ACTIONS

ID# 12345	Social Security No. 123-45-6789	Last Name DILBERT	First Name JOHN	MI P
Effective Date (MM/DD/YY) 10/16/05	<input checked="" type="checkbox"/> BOB <input type="checkbox"/> COB	Action Code (from back of form) CC 04	Type of Change (check all that apply) <input type="checkbox"/> Administrative <input type="checkbox"/> Assignment <input checked="" type="checkbox"/> Grant / LD <input type="checkbox"/> Leave <input type="checkbox"/> Salary <input type="checkbox"/> Termination	

B PEOPLE / ADMINISTRATIVE DATA (CHANGE)

Last Name	First Name	MI	Type <i>Ex/ Internal</i> (for terminations)
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C ASSIGNMENT (FROM)

Organization / Department Name				Job / Title		Title Code	Grade	Status <input type="checkbox"/> Active Assignment <input type="checkbox"/> Terminated <input type="checkbox"/> Paid Leave <input type="checkbox"/> Unpaid Leave	Salary Basis <input type="checkbox"/> Ann <input type="checkbox"/> Hrlly
Total FTE %	Employee Group / Appointment Type <input type="checkbox"/> Regular <input type="checkbox"/> Grad <input type="checkbox"/> Undergrad	Employment Category / Pay Basis <input type="checkbox"/> E Ann <input type="checkbox"/> NE Ann <input type="checkbox"/> NE Hrlly	Work Wk Bs <input type="checkbox"/> 37.5 Hr <input type="checkbox"/> 40 Hr	GRE: TC Required <input type="checkbox"/> Yes <input type="checkbox"/> No					

D ASSIGNMENT (TO)

Organization / Department Name				Department #		F1#	
Job / Title				Title Code	Grade	Status <input type="checkbox"/> Active Assignment <input type="checkbox"/> Terminated <input type="checkbox"/> Paid Leave <input type="checkbox"/> Unpaid Leave	Salary Basis <input type="checkbox"/> Ann <input type="checkbox"/> Hrlly
Total FTE %	Employee Group / Appointment Type <input type="checkbox"/> Regular <input type="checkbox"/> Grad <input type="checkbox"/> Undergrad	Employment Category / Pay Basis <input type="checkbox"/> E Ann <input type="checkbox"/> NE Ann <input type="checkbox"/> NE Hrlly	Work Wk Bs <input type="checkbox"/> 37.5 Hr <input type="checkbox"/> 40 Hr	GRE: TC Required <input type="checkbox"/> Yes <input type="checkbox"/> No			
Supervisor				Employee Work Location (Bldg / Room / Phone)			

E SALARY

<u>Total Salary:</u>	<u>Description:</u>	<u>This Grant (if multiple):</u>	One Time Payment	Retro Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Begin Date	End Date
Base \$		\$	\$	Reason: Use Description		Approved: X
Chg 1 \$		\$	(Attach Justification)	One Time Payment Description / Other Salary Comments		
Chg 2 \$		\$				
Chg 3 \$		\$				
New Base \$		\$				

F LABOR DISTRIBUTION / ACCOUNT DATA (FROM / TERMINATION)

Project	Task	Award	LD Pct %	<input type="checkbox"/> SWR Exempt <input type="checkbox"/> SWG Exempt <input type="checkbox"/> SWU Exempt <input type="checkbox"/> SWS Exempt <input type="checkbox"/> SWR Exempt Extra Svc	<input type="checkbox"/> SWR Nonexempt <input type="checkbox"/> SWG Nonexempt <input type="checkbox"/> SWU Nonexempt <input type="checkbox"/> SWS Nonexempt
Grant #	# of Grants	Pct for this Grant %	Salary for this Grant (if multiple) \$	End Date	

G LABOR DISTRIBUTION / ACCOUNT DATA (ACTIVE GRANT) *REQUIRED FOR ALL CHANGES*****

Project 1234567	Task 2	Award 458744	LD Pct %	<input type="checkbox"/> SWR Exempt <input type="checkbox"/> SWG Exempt <input type="checkbox"/> SWU Exempt <input type="checkbox"/> SWS Exempt <input type="checkbox"/> SWR Exempt Extra Svc	<input type="checkbox"/> SWR Nonexempt <input type="checkbox"/> SWG Nonexempt <input type="checkbox"/> SWU Nonexempt <input type="checkbox"/> SWS Nonexempt
Grant # 1234M	# of Grants 1	Pct for this Grant 100 %	Salary for this Grant (if multiple) \$	End Date 05/16/06	

H OTHER CHANGES AND EXPLANATIONS

I APPROVALS

This action is consistent with sponsored program terms and conditions and with Research Foundation policies:

Project Director/
Authorized Designee: Jill Project (Print Name) [Signature] (Signature) 07/01/05 (Date)

Operations Manager: _____ (Signature) _____ (Date)

Funds are in the account for this assignment:
Accounting Manager: _____ (By) _____ (Date)

Department contact for questions: Name: KATHY SMITH Phone: x7458

MULTIPLE FORMS	HR / PR APPROVAL	HRMS INPUT	LD INPUT	ELEMENT INPUT
_____ of _____	_____ (By) _____ (Date)	_____ (By) _____ (Date)	_____ (By) _____ (Date)	_____ (By) _____ (Date)