### Action Type
Use notation area for explanation of changes and corrections
- New Hire
- Change
- Stop Job
- Unit Separation
- Start Job
- Pay Adjustment

### Employee Information (PEAEMPL)
- Status
- ECLS
- LCAT
- BCAT
- FT/PT
- Home Dept
- Check Dist
- Dist/Div

- Current Hire
- Original Hire
- Adjusted Service
- Seniority Date
- Term Date
- Term Reason

### Base Job Information (NBAJOBS)
- T/S Org
- Posn
- Suffix
- Job Begin Date

- Job End Date
- P/S/O
- Contract Start
- Contract End
- Step Increase MM/DD

### Job Detail Information (NBAJOBS)
- Change Effective Date
- Personnel Date
- Status
- PCLS
- Job Title

- FTE
- Employee Class
- Out of Class (Shift)

- Job Change Reason
- Salary Table
- Grade
- Step
- Hours per PP

- Rate
- Hours/Day
- Hrs/Pay or Units
- Assign Salary
- Factor
- Annual Salary

### Earnings Code Information (NBAJOBS)
- Earnings Code
- Hours/Units
- Special Rate
- Shift Code
- Earnings Start Date
- Earnings End Date

### Labor Distribution Information (NBAJOBS)
- Effective Date
- Fund
- Orgn
- Acct
- Prog
- Actv
- Percent

### Completed by/Date
- Ext. #
- Dept Approval
- Date

- Budget Approval
- Date

- Personnel Approval
- Date

- Personnel Entry
- Date

### Employee Supervisor Information (NEA2SPE)
- TS Approver ID
- PCN/Suff

- Supervisor ID
- PCN/Suff

### Time Sheet Routing (NBAJQUE)
- FYI
- ID
- PCN/Suff

---

**Notations:**

**Subject/Course/Sec/CRN (faculty or grad student teaching assns):**