

JOB FORM EXAMPLE Hourly Adjunct - Primary assign is NR, Secondary (this) assign is FW



**University of Alaska
Job Form**

Action Type

Use notation area for explanation of changes and corrections

- New Hire Change
 Stop Job Unit Separation
 Start Job Pay Adjustment

TKL (Timesheet Org)		
T163	CTC	
Last Name	First	MI
Bates	Lucas	C
Employee ID		
3XXXXXXXX		

Employee Information (PEAEMPL)

Status	ECLS	LCAT	BCAT	FT/PT	Home Dept	Check Dist	Dist/Div
A	NR	NL	BB	F	D6GRAD	T330	09 Fairbanks
Current Hire	Original Hire	Adjusted Service	Seniority Date	Term Date	Term Reason		
19-APR-2005	19-APR-2005	19-APR-2005	19-APR-2005				

Base Job Information (NBAJOBS)

T/S Org	Posn	Suffix	Job Begin Date	
T163	925169	50	08-JAN-2017	
Job End Date	P/S/O	Contract Start	Contract End	Step Increase MM/DD
13-MAY-2017	S			/

Job Detail Information (NBAJOBS)

Change Effective Date	Personnel Date	Status	PCLS	Job Title	
	08-JAN-2017	A	2035	Temporary Faculty Credit	
FTE	Employee Class	Out of Class (Shift)			
0.19	FW Non-Represented Temp Faculty				
Job Change Reason	Salary Table	Grade	Step	Hours per PP	
	FT	00_HR	0		
Rate	Hours/Day	Hrs/Pay or Units	Assign Salary	Factor	Annual Salary
\$32.65	1.00	10.00	\$326.50	9	\$2,938.50

Earnings Code Information (NBAJOBS)

Earnings Code	Hours/Units	Special Rate	Shift Code	Earnings Start Date	Earnings End Date
147	0.00				

Labor Distribution Information (NBAJOBS)

Effective Date	Fund	Orgn	Acct	Prog	Actv	Percent
08-JAN-2017	XXXXXX	XXXXX	1602			100

Completed by Terra Preslan Ext. # 6434 Department Approval Signature Authority Date 4/24/17
 Personnel _____ Entered by _____ Date _____ Notations:
 Budget _____ Date _____

Please Note: According to the FLSA (Fair Labor Standards Act), an employee with a primary nonexempt (hourly) position and an additional adjunct faculty position (typically an exempt job) must have all hours worked considered as non-exempt and therefore subject to overtime and paid overtime premium.