

# EXAMPLE Faculty Summer Additional Assignment



## 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)		
Txxx	Department Name	
Last Name	First	MI
Weatherly	Michael	Z
Employee ID		
3xxxxxxx		

### Employee Information (PEAEMPL)

Status	ECLS	LCAT	BCAT	FT/PT	Home Dept	Check Dist	Dist/Div
A	F9	F9	BB	F	D4xxxx	Txxx	09 Fairbanks
Current Hire	Original Hire	Adjusted Service	Seniority Date	Term Date	Term Reason		

### Base Job Information (NBAJOBS)

T/S Org	Posn	Suffix	Job Begin Date	
Txxx	9xxxxx	xx	12-MAY-2019	
Job End Date	P/S/O	Contract Start	Contract End	Step Increase MM/DD
* 17-AUG-2019	S			/

### Job Detail Information (NBAJOBS) *\*Use whole factors, i.e., pay periods*

Change Effective Date	Personnel Date	Status	PCLS	Job Title	
	* 12-MAY-2019	A	2120	Faculty - Add Assign/Credit	
FTE	Employee Class		Out of Class (Shift)		
1.000	F9 Faculty - Regular - <12 month				
Job Change Reason	Salary Table	Grade	Step	Hours per PP	
Leave this blank - it's a start job	F9	00_BW	0		
Rate	Hours/Day	Hrs/Pay or Units	Assign Salary	Factor	Annual Salary
\$214.286600	1.00	3.00	\$642.86	7	\$4,500.00

### Earnings Code Information (NBAJOBS)

Earnings Code	Hours/Units	Special Rate	Shift Code	Earnings Start Date	Earnings End Date
230	3				

### Labor Distribution Information (NBAJOBS)

Effective Date	Fund	Orgn	Acct	Prog	Actv	Percent
	103010	xxxxx	1611			100

Completed by \_\_\_\_\_ Ext. # \_\_\_\_\_  
 Personnel \_\_\_\_\_ Entered by \_\_\_\_\_ Date \_\_\_\_\_  
 Budget \_\_\_\_\_ Date \_\_\_\_\_

Department Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Notations: