

# HRMS Pay Advice (Faculty/Staff)

Version 6 7/2014

Primary/

10-Digit

Legal Name: \_\_\_\_\_

University ID#: \_\_\_\_\_

**PLEASE PRINT—Last Name, First Name, Middle Initial (if known)**

(1) ASSIGNMENT TYPE	(2a) ACTION REASON	(2b) ACTION REASON
<b>Faculty:</b> _____ AC1 – Resident _____ AC2 – Adjunct _____ Staff: SMO or SBI <b>Pay Cycle:</b> _____ 10 Month _____ 12 Month	<b>ADD:</b> _____ Account # _____ Comp Rate _____ Title / Admin. Post _____ Rank  <b>Other:</b> _____	<b>CHANGE:</b> _____ Account # _____ Comp Rate _____ Title / Admin. Post _____ Rank  <b>Other:</b> _____
<b>(2) ACTION</b> _____ New Appointment** _____ Renew Contract _____ Add Concurrent Appt. _____ Termination <i>Last Day Worked</i> _____ _____ Add Action (2a) _____ Change Action (2b)** _____ Leave (2c) _____ Additional Pay ** _____ Add/Update Campus Address: _____ / _____ Campus Bldg. & Rm / Phone Ext.	<b>(2c) LEAVE ACTIONS:</b> _____ TAKE LEAVE (mark all that apply) _____ Sabbatical _____ Medical _____ FMLA _____ Other _____ Leave w/o Pay _____ Leave with Full Pay _____ Leave with Partial Pay at _____ % <i>Expected Return Date</i> _____ _____ RETURN FROM LEAVE OF ABSENCE (mark all that apply) _____ No further action _____ Appointment action  ***** <b>Will employee have any contact with student records?</b> Yes _____ No _____	
<b>(3) WORK ASSIGNMENT DATA—Home Department &amp; (4) FUNDING INFORMATION:</b>		
Department Name: <u>KO-</u> _____ Work Area: _____ Voucher Code: _____ Position Title: _____ (if applicable) Position #: _____ Biweekly Rate: \$ _____ per hour (if applicable) Effective Date/s: _____ Comp Rate: \$ _____ / _____ = \$ _____ Funding: <u>KO-</u> _____ / _____ - _____ <div style="display: flex; justify-content: space-between;"> <span>Pay Amount/No.of Pays =Total Pay</span> <span>Dept. / Account Number</span> </div>		
<b>(5) NOTES and ADDITIONAL INFORMATION: Contract or Other</b>  Contract Dates: Course Number & Title: Class Meeting Days & Times: Standard Hours:		
<b>(6)</b> <u>X</u> _____ <b>Prepared by</b> _____ <b>Date</b> _____  <u>X</u> _____ <b>Account Manager/Dept. Head</b> _____ <b>Date</b> _____	<u>X</u> _____ <b>Fiscal Approver</b> _____ <b>Date</b> _____  <u>X</u> _____ <b>HR Approver</b> _____ <b>Date</b> _____	

This bottom margin should not be used by department.