

# JOB FORM COMPLETION

The job form is used by the Human Resources (HR) offices to enter basic employee information, base job information, and job detail changes. The HR offices also use the form to ensure the use of the appropriate earnings codes and labor distribution. The Budget offices use the job form to match the position information to the specific information for the job.

*A job form must be completed for all employees and jobs to be paid a wage. This form must be submitted to Human Resources, per campus requirements, PRIOR to an employee beginning the job assignment.*

## **Refer to the numbered job form on page 10:**

1. Action Type  
Select a box that most closely represents the action you are requesting with this job form.
2. TKL (Home Org)  
Three-digit time keeping location number proceeded by a "T" for the department initiating this job form. Also include the department name for this TKL. A listing of university TKLs and corresponding department names is available at [http://www.alaska.edu/hr/procedures/PDF/reference.reference.tkl\\_listing.pdf](http://www.alaska.edu/hr/procedures/PDF/reference.reference.tkl_listing.pdf).
3. Last Name, First, MI  
The employee's last name, first name, and middle initial as they appear on the employee's Social Security card.  
  
Employee ID  
The unique, generated identification number for the employee.

## **EMPLOYEE INFORMATION (PEAEMPL)**

4. Status  
Enter an "A" for an active employee. The other value that may appear in this box is "T" to identify a terminated employee.
5. ECLS  
Employee class, or eclass, for this employee. Eclass changes can only be set-up for the beginning of a pay period and cannot be changed for past pay periods.
6. LCAT  
The leave category that is defined for the employee class for this employee. The corresponding LCAT value can be found on the Banner ECLS Code Crosswalk sheet at [http://www.alaska.edu/hr/procedures/PDF/reference.reference.ecls\\_crosswalk.pdf](http://www.alaska.edu/hr/procedures/PDF/reference.reference.ecls_crosswalk.pdf).

7. **BCAT**  
The benefit category that is defined for the employee class for this employee. The corresponding BCAT value can be found on the Banner ECLS Code Crosswalk sheet at [http://www.alaska.edu/hr/procedures/PDF/reference.reference.ecls\\_crosswalk.pdf](http://www.alaska.edu/hr/procedures/PDF/reference.reference.ecls_crosswalk.pdf).
8. **FT/PT**  
Full-time or part-time status. Identify the employee's status based on all current jobs within the University system. Choose either FT - full time (80 or more hours per pay period) or PT - part time (less than 80 hours per pay period).
9. **Home Dept**  
The D-Level value that matches the orgn number used for the employee's labor distribution. The code defines the overall department to which the employee belongs, and is used by Institutional Research and for personnel ad hoc reporting. The D-level org is located on the Org Level Rollup tables maintained by the Budget office.
10. **Check Dist**  
Enter the check distribution organization code preceded by a "T." This code defines the location where payroll information will be sent. A listing of university codes (TKLs) and corresponding department names is available at [http://www.alaska.edu/hr/procedures/PDF/reference.reference.tkl\\_listing.pdf](http://www.alaska.edu/hr/procedures/PDF/reference.reference.tkl_listing.pdf).
11. **Dist / Div**  
The geographic location code of the primary work location for the employee. This code is used for Department of Labor reporting and may be different from the employee's mailing address. Enter one of the following codes that most closely identifies where the employee is working:
- |    |                  |    |                       |
|----|------------------|----|-----------------------|
| 01 | Aniak            | 38 | Kasigluk              |
| 02 | Aleutian Islands | 39 | Nunapitchuk           |
| 03 | Anchorage        | 40 | Tuntutuliak           |
| 04 | Barrow           | 41 | Kongiganak            |
| 05 | Bethel           | 42 | Kasigluk              |
| 06 | Cantwell         | 43 | Akiachak              |
| 07 | Cordova          | 44 | Tenakee Springs       |
| 08 | Dillingham       | 45 | Yakutat               |
| 09 | Fairbanks        | 46 | Metlakahtla           |
| 10 | Fort Yukon       | 47 | Angoon                |
| 11 | Galena           | 48 | Hoonah                |
| 12 | Haines           | 49 | Chugiak               |
| 13 | Homer            | 50 | Eagle River           |
| 14 | Hooper Bay       | 51 | Girdwood              |
| 15 | Juneau           | 52 | Glenallen             |
| 16 | Kenai            | 53 | Talkeetna             |
| 17 | Ketchikan        | 54 | Wasilla               |
| 18 | Kodiak           | 55 | Nenana - Clear -Healy |
| 19 | Kotzebue         | 56 | Prudhoe Bay           |
| 20 | Mcgrath          | 57 | Delta Junction        |
| 21 | Nenana           | 58 | Tok                   |
| 22 | Nome             | 59 | Sand Point            |

23	Palmer	60	St Lawrence Island
24	Petersburg	61	Kuskokwim
25	Seward	62	Copper Center
26	Sitka	63	Holy Cross
27	Skagway	64	Chistochina
28	Stevens Village	65	Mentasta
29	Tanana	66	Tatitlek
30	Valdez	67	Bristol Bay
31	Wrangell	68	Whittier
32	Narl	69	Annette Island
33	Adak	70	Eagle
34	Tununak	71	Unalaska
35	Akiak	72	Soldotna
36	Auinagak	73	Ninilchik
37	Kipnuk	74	Prince of Wales-Hyder

12. Current Hire

The first working day of the employee's continuous service, regardless of the original employee class for which the employee was hired. If the employee was terminated from the UA system, this date should be revised to reflect the most recent hire date.

13. Original Hire

The date the employee first worked as a University of Alaska employee.

14. Adjusted Service

The first day the employee was hired in a leave category eligible for leave accrual. This date must be updated if the employee has had a break in service of more than 10 consecutive working days from a leave-eligible position. Bi-weekly leave accruals are determined from this date. This field can be left blank on the job form for temporary and student employees; any value shown for them will have no valid meaning.

15. Seniority Date

Used to identify when an employee began contributing to the PERS or the TRS retirement program. This date must be updated if the employee has had a break in service of more than 10 consecutive working days from a retirement-eligible position, when the employee elects to participate in PERS or TRS, or when the employee elects to switch participation from PERS to TRS or from TRS to PERS. May also be used to record the employment start prior to benefit-eligibility; for example, to identify former extended temporary employees with a different adjusted service date. This field can be left blank on the job form for temporary and student employees; any value shown for them will have no valid meaning.

16. Term Date

Left blank for an active employee. For a terminated employee, it identifies the last work day.

17. Term Reason  
Left blank for an active employee. For a terminated employee, the code identifies the reason for the termination. Termination codes and descriptions are available at [http://www.alaska.edu/hr/workflow/pdf/termination\\_code\\_definitions.pdf](http://www.alaska.edu/hr/workflow/pdf/termination_code_definitions.pdf).

## **BASE JOB INFORMATION (NBAJOBS)**

This block is completed once for continuous 12-month contract employees and remains in effect until the employee terminates from this specific job or employee class. Employees on less than 12-month contracts require base job information for each assignment. This block remains in effect even though the job assignments may change in the Job Detail Information block below due to salary increase, job title / grade changes, etc.

18. T/S Org (TSO)  
Timesheet org, or time keeping location (TKL), for the specific assignment (where the time sheets for this job will be sent). The TSO should be the same as the Check Dist in the Employee Information (PEAEMPL) for any job identified as a primary job. A listing of TKLs and corresponding department names is available at [http://www.alaska.edu/hr/procedures/PDF/reference.reference.tkl\\_listing.pdf](http://www.alaska.edu/hr/procedures/PDF/reference.reference.tkl_listing.pdf).
19. Posn  
The position number (PCN) for the job. A new position cannot be entered on Banner without prior approval of the Budget office. For temporary positions, use the campus or department position numbers assigned. These numbers are established by the campus Budget office.
20. Suffix  
Used only when concurrent or overlapping jobs are created using the same position number. Most on-going positions will have a suffix of "00." Other positions will be identified with a number that will increase in increments of 01. This field can be left blank when submitting the job form. A number will be assigned when the job is entered into the system. The turnaround document will provide the suffix number needed for completion of the timesheet.
21. Job Begin Date  
The contract start date of the employee's job. For employees paid on a pay period rate, this date will be the beginning of the pay period.
22. Job End Date  
The ending date of the employee's job. Employees on a continuing (non-term) appointment will not have an end date. For employees paid on a pay period rate, this date will be the end of the pay period.
23. P/S/O  
Indicates if the job is a primary, secondary, or overload assignment. An employee can have only one active primary (P) job. Any additional jobs will be identified as a secondary job (S). Faculty overloads are identified with an "O."

24. **Contract Start**  
Use only for temporary faculty jobs, including temporary overload or summer assignments for regular faculty. Enter the actual start date of the temporary instructional job. This date must be greater than or equal to the job begin date.
25. **Contract End**  
Use only for temporary faculty jobs, including temporary overload or summer assignments for regular faculty. Enter the actual end date of the temporary instructional job. This date must be less than or equal to the job end date.
26. **Step Increase MM/DD**  
For employees in an NR or XR eclass, the Month and Day should match the employee's first day of work in a benefit-eligible position. In past University practice, this information noted the month and day that the employee was eligible for a step increase. On rare occasions, this date may be different than Adjusted Service Date. For employees in a CR eclass (Local 6070 employees), the Month and Day is 12/01. This field should be left blank for employees in all other eclasses.

#### **JOB DETAIL INFORMATION (NBAJOBS)**

27. **Change Effective Date**  
The beginning date of a new job, or the new effective date for a change to an existing job record. This date cannot predate the Last Paid Date of an existing job record.
28. **Personnel Date**  
This date should match the Change Effective Date, and is different only if a change has occurred to the employee's job in a prior pay period. Used to identify retroactive job changes and reflects the actual effective date of the job.
29. **Status**  
The status of the job. "A" identifies an active record with associated dates. "B" identifies an assignment where the employee is Off-Contract with benefits. "T" identifies that the job has ended and the associated date.
30. **PCLS**  
Position class number. The four or five-digit job number that corresponds with the job title in block 31. For pool or temporary numbers, enter the actual working title number. Your turnaround document will display the PCLS that corresponds with the data that defaults from the pool or temporary position number. A listing of PCLS codes and each corresponding job titles is available at [http://www.alaska.edu/hr/procedures/PDF/reference.reference.jobtitle\\_listing\\_pcls.pdf](http://www.alaska.edu/hr/procedures/PDF/reference.reference.jobtitle_listing_pcls.pdf).
31. **Job Title**  
Enter the corresponding job title that matches the four or five-digit position class number. This title must match the job title set up for the position for all regular, term, and extended temporary position numbers. A listing of Job Titles and each corresponding PCLS code is available at [http://www.alaska.edu/hr/procedures/PDF/reference.reference.jobtitle\\_listing\\_alpha.pdf](http://www.alaska.edu/hr/procedures/PDF/reference.reference.jobtitle_listing_alpha.pdf).

32. FTE  
Memo field only. Used to count temporary faculty prior semesters. A new temporary faculty employee will have a value of .000; a value of .010 should be added for subsequent semesters taught (e.g., 15 prior semesters taught would be shown as .150). A default value of 1.000 is used for all other employees.
33. Employee Class  
The employee class as identified on the position record. An employee class can only be changed at the beginning of a pay period.
34. Out of Class (Shift)  
This field is used for out-of-class pay for regular non-union employees or for special premiums for Crafts and Trades Union employees (Local 6070). The valid values are as follows:
- |                      |   |                         |
|----------------------|---|-------------------------|
| Local 6070 values:   | 1 | Null (Default)          |
|                      | 2 | \$1.00 (Boiler Firer)   |
|                      | 3 | \$1.00 (Leadperson Pay) |
| Out of class values: | 1 | Null (Default)          |
|                      | C | 3%                      |
|                      | D | 4%                      |
|                      | F | 5%                      |
|                      | G | 6%                      |
|                      | S | 7%                      |
|                      | E | 8%                      |
|                      | N | 9%                      |
|                      | T | 10%                     |
35. Job Change Reason  
The code that best describes the reason the job assignment was created. A listing of Job Change Reasons List is available at [http://www.alaska.edu/hr/procedures/PDF/reference.reference.jcr\\_codes\\_listing.pdf](http://www.alaska.edu/hr/procedures/PDF/reference.reference.jcr_codes_listing.pdf).
36. Salary Table  
The salary table (Salary Schedule) for this job, as defined by the employee class. This value must match the position information. A listing of applicable salary tables by ECLS is available at [http://www.alaska.edu/hr/procedures/PDF/reference.reference.ecls\\_crosswalk.pdf](http://www.alaska.edu/hr/procedures/PDF/reference.reference.ecls_crosswalk.pdf).
37. Grade  
The first two characters reflect the geographic differential of the employee's work location and the last two characters reflect the grade of the current job for all staff positions. Temporary faculty credit jobs are entered with the first two characters of CR and the last two characters indicating the number of pay periods this job assignment covers. Some variations will apply.
38. Step  
The current numeric step of employees that are on a step salary schedule. If the employee is not on a step, a value of zero is used.

39. **Rate**  
The hourly amount that matches the grade and step indicated, or the rate to be paid if the step is zero.
40. **Hours / Day**  
This value is used to determine the amount of university holiday pay for leave-eligible employees. This value is not used for sick, annual, or personal holiday leave accrual.
41. **Hours / Units**  
The hours worked per pay period for the job. For graduate stipends and non-credit assignments, a 1.0 is used to indicate one unit of work. For temporary faculty credit assignments and regular faculty credit assignments, this number should reflect the number of credits being taught for this job.
42. **Assign Salary**  
The biweekly rate being paid for the assignment.
43. **Factor**  
The number of pay periods for the assignment. For temporary faculty credit jobs, this number should correspond to the number of pay periods entered in the last two digits of the employee's Grade. Some variations apply.
44. **Annual Salary**  
The salary for the assignment calculated by multiplying the Assign Salary by the Factor.

### **EARNINGS CODE INFORMATION (NBAJOBS)**

45. **Earnings Code**  
The earnings code associated with the employee class that will be used to generate pay. The listing of earnings codes is available at <http://www.alaska.edu/hr/procedures/PDF/reference.reference.earnlist.pdf>.
46. **Hours / Units**  
Matches the hours in the Job Detail Information block.
47. **Special Rate**  
Only used for special pay earnings such as graduate stipends, and is a per unit value.
48. **Shift Code**  
Refers to the Out of Class information that defaults for time reporting. Values should match those in Out of Class (Shift) field in the Job Detail Information Block. Refer to item 34 for the list of Out of Class codes/values.

49. Earnings Start Date  
Date the earnings code will become active.
50. Earnings End Date  
The date the earnings code becomes inactive. Use only to indicate that the earnings code is no longer active.

### **LABOR DISTRIBUTION INFORMATION (NBAJOBS)**

51. Effective Date  
The date the labor distribution becomes effective.
52. Fund  
Identifies the funding source to which this portion of the job is being charged. Restricted accounts (ex. Funds 2 or 3) require Grants and Contracts approval **prior** to being submitted to Human Resources.
53. Orgn  
Organization code to which this portion of the job is being charged.
54. Acct  
Object code to which this portion of the job is being charged.
55. Prog  
Program code that corresponds to the organization code. This code will default for the Orgn code used. Values can be found on the Org Rollup Chart available from the Budget office.
56. Actv  
Used to identify any labor that needs to be charged to specific projects. This field is usually left blank.
57. Percent  
Percentage of 100 that is coming from this Fund, Orgn, Acct, Prog, and Actv account. If the funding is distributed between more than one source, identify each source and the percentage. Percent must total 100.

### **SIGNATURE / NOTATIONS**

58. Completed by  
The name and phone number of the person completing the form and who can be contacted to clarify any issues.

#### **Budget**

Follow campus procedures for Budget approval requirements. Restricted accounts and regular and term position numbers usually require Budget approval prior to being submitted to Human Resources.

59. Department Approval  
Signature of hiring authority who has approval to sign for the accounts used in the Labor Distribution Information.
  
60. Notations:  
Further explanation of the reasons for the job form submission. Include encumbrance calculations, class information, etc. If necessary, attach additional memo or supporting documentation.

# University of Alaska Job Form

TKL (Timesheet Org) <b>(2)</b>		
Last Name	First	MI
<b>(3)</b>		
Employee ID		

**Action Type**  New Hire  Change **(1)**

Use notation area for explanation of changes and corrections  Stop Job  Unit Separation

Start Job  Pay Adjustment

**Employee Information (PEAEMPL)**

Status	ECLS	LCAT	BCAT	FT/PT	Home Dept	Check Dist	Dist/Div
<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>	<b>(11)</b>
Current Hire	Original Hire	Adjusted Service	Seniority Date	Term Date	Term Reason		
<b>(12)</b>	<b>(13)</b>	<b>(14)</b>	<b>(15)</b>	<b>(16)</b>	<b>(17)</b>		

**Base Job Information (NBAJOBS)**

T/S Org	Posn	Suffix	Job Begin Date
<b>(18)</b>	<b>(19)</b>	<b>(20)</b>	<b>(21)</b>
Job End Date	P/S/O	Contract Start	Contract End
<b>(22)</b>	<b>(23)</b>	<b>(24)</b>	<b>(25)</b>
			Step Increase MM/DD
			<b>(26)</b>

**Job Detail Information (NBAJOBS)**

Change Effective Date	Personnel Date	Status	PCLS	Job Title
<b>(27)</b>	<b>(28)</b>	<b>(29)</b>	<b>(30)</b>	<b>(31)</b>
FTE	Employee Class			Out of Class (Shift)
<b>(32)</b>	<b>(33)</b>			<b>(34)</b>
Job Change Reason		Salary Table	Grade	Step
<b>(35)</b>		<b>(36)</b>	<b>(37)</b>	<b>(38)</b>
Rate	Hours/Day	Hrs/Pay or Units	Assign Salary	Factor
<b>(39)</b>	<b>(40)</b>	<b>(41)</b>	<b>(42)</b>	<b>(43)</b>
				Annual Salary
				<b>(44)</b>

**Earnings Code Information (NBAJOBS)**

Earnings Code	Hours/Units	Special Rate	Shift Code	Earnings Start Date	Earnings End Date
<b>(45)</b>	<b>(46)</b>	<b>(47)</b>	<b>(48)</b>	<b>(49)</b>	<b>(50)</b>

**Labor Distribution Information (NBAJOBS)**

Effective Date	Fund	Orgn	Acct	Prog	Actv	Percent
<b>(51)</b>	<b>(52)</b>	<b>(53)</b>	<b>(54)</b>	<b>(55)</b>	<b>(56)</b>	<b>(57)</b>

Completed by                     **(58)**                     Ext. #                      Department Approval                     **(59)**                     Date                     

Personnel                      Entered by                      Date                      Notations:                     

Budget                      Date                      FormB015 (09/04)

ORIGINAL: Regional Personnel  
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