



UNIVERSITY
of ALASKA

Dummy Job Checklist for Payroll Adjustment

Employee ID	TKL	PCN/Suffix
	T	
Last Name	First	M.

The MAU payroll office must complete the appropriate fields before forwarding to the MAU personnel office for data entry.

Requested By: _____ Date: _____

PEAEMPL:

Make note of: Last Day Worked: _____

Original ECLS: _____

Termination Reason: _____

Change status to "Active".

Change ECLS to (*Payroll circle one*): NT or XT

NBAJOBS:

Create new job using (*Payroll circle one*): PCN 999990, suffix 0 for NT employees

PCN 999999, suffix 0 for XT employees

Effective Date (*Payroll to complete*): _____

Change ECLS to (*Payroll circle one*): NT or XT

Job Change Reason: PADJ (Payroll Adjustment)

Step: 0

Rate: 0

Factor: 1

Pays: 1

Terminate record on (*Payroll to complete. Should be day after the effective date if processing in an adjustment run.*): _____

Change Personnel Date to Last Day Worked (see date notated above)

PDAEDN:

Federal Withholding – 020
Activate with effective date of (*Payroll to complete*): _____
Terminate with effective date of (*Payroll to complete*): _____

FICA Medicare - 030
Activate with effective date of (*Payroll to complete*): _____
Terminate with effective date of (*Payroll to complete*): _____

- FICA Old Age - 040
 Activate with effective date of *(Payroll to complete)*: _____
 Terminate with effective date of *(Payroll to complete)*: _____
- Adjustment- ADJ
 Activate with effective date of *(Payroll to complete)*: _____
 Terminate with effective date of *(Payroll to complete)*: _____
- Send form to Payroll for adjustment processing.

Entered by: _____ Date: _____

After Payroll adjustment has processed:

Date processed *(Payroll to complete)*: _____

PEAEMPL:

- Terminate employee with original termination reason notated above.
- Change ECLS to original designation as notated above.

Entered by: _____ Date: _____

Original: Employee's personnel file