



University of Alaska

Job Form

TKL (Home Org)		
Last Name	First	MI
Employee ID		

Action Type

Use notation area for explanation of changes and corrections

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

Extract Date: _____

Employee Information (PEAEMPL)

Status	ECLS	LCAT	BCAT	FT/PT	Home Dept	Check Dist	Dist/Div	Last Activity:
Current Hire	Original Hire	Adjusted Service	Seniority Date	Term Date	Term Reason			

Base Job Information (NBAJOBS)

T/S Org	Posn	Suffix	Job Begin Date	Last Activity:
Job End Date	P/S/O	Contract Start	Contract End	Step Increase MM/DD

Job Detail Information (NBAJOBS)

Change Effective Date	Personnel Date	Status	PCLS	Job Title	Last Activity:
FTE	Employee Class	Out of Class (Shift)			
Job Change Reason	Salary Table	Grade	Step		
Rate	Hours/Day	Hrs/Pay or Units	Assign Salary	Factor	Annual Salary

Earnings Code Information (NBAJOBS)

Earnings Code	Hours/Units	Special Rate	Shift Code	Earnings Start Date	Earnings End Date	Last Activity Date

Labor Distribution Information (NBAJOBS)

Effective Date	Fund	Orgn	Acct	Prog	Actv	Percent	Last Activity Date

Completed by _____ Ext. # _____ Department Approval _____ Date _____
 Personnel _____ Entered by _____ Date _____ Notations:
 Budget _____ Date _____

FormB015 (03/99)

ORIGINAL: Regional Personnel
 COPIES: Regional Payroll, Department, Budget