

SECTION 3. JOB DATA INFORMATION

***Indicates Required Fields**

Employee ID #* (8 Digits)	Employee Record #*	Last Name*	First Name*
Effective Date* (mm/dd/yyyy)	Action*		Action Reason*
Business Unit	Department	Position #	Reports To Position #
Employee Class		Job Code	FTE
Expected Job End Date (mm/dd/yyyy)	End Job Automatically <input type="radio"/> Yes <input type="radio"/> No		Pay Group Override
Pay Frequency		Salary Step	
Compensation (one line per rate code)			
Compensation Rate Code		Compensation Rate	
Compensation Rate Code		Compensation Rate	
Compensation Rate Code		Compensation Rate	
Compensation Rate Code		Compensation Rate	
Job Earnings Distribution			
If by Amount, total amounts must add up to Aggregate Comp Rate. If by Percent, total percent must equal 100%.			
Earnings Distribution Type	Earnings Code	Amount	Percent of Distribution
<input type="radio"/> By Amount <input type="radio"/> By Percent			
UC Job Data			
Probation Code	Probation End Date	Trial Empl End Date	Academic Dur of Appt
ERIT/Phased Ret End Dt	Location Use Type	Location Use End Date	Post Doc Anniv Dt
PY Career Duration		Cubicle	

Short Work Break			
Effective Date (mm/dd/yyyy)	Last Day Worked	Expected Return Date	Date Returned to Work
Termination / Retirement			
Effective Date (mm/dd/yyyy)	Last Day Worked	Date of Death (if applicable)	

Employment Data				
Original Start Date	Org Instance Service Date	Company Seniority Date	Benefits Service Date	Seniority Pay Calc Date

SECTION 4. JOB DATA INITIATOR COMMENTS

(Type Comments Below)

SECTION 5. BUSINESS UNIT APPROVAL

Submitter – Type/Print Name*	Title*	Date Submitted* (mm/dd/yyyy)
Approval – Type/Print Name*	Title*	Department*
Approval Signature*		Date Approved* (mm/dd/yyyy)