

A) PURPOSE OF PERSONNEL ACTION 1 New Employee

BUDGET CHANGE FORM NUMBER Z 00012983

Superceding PA

FOR HR USE ONLY
TD HD
JC ST RT

B) EMPLOYEE INFORMATION

SSN CWID 1234-5678 Type of Employee: Faculty Staff Student

Name (First, Middle, Last) AMOS B. STUDENT Suffix Title MR.

Should this employee be included on the Deans, Directors, and Department Heads Mailing List? Yes Remove

(If changes need to be made on an existing employee, please use the Address/Personal Information form. It is available from the HR New Employees Only Service Center or from our web site).

Date of Birth 1/1/1978 Sex: M Male Citizenship US Ethnic Code* W White - Non-Hispanic

Veteran Status* e-mail astud@bama.ua.edu

Home Address 178 The Street

Emergency Contact Information

City, State, Zip Anytown, AL, 35499

Name Mrs. Student

Home Phone # (205) 123-4567

Is the employee Benefit Eligible?

Phone No (205) 123-4567

Is the employee currently or ever been enrolled in or retired from either the

Teachers Retirement System or Employees Retirement System of Alabama? Retired?

All employees are required to direct deposit their pay. Attach a Payroll Direct Deposit form and a voided check or use the deposit info currently on file.

C) ASSIGNMENT INFORMATION

Position Nbr:

APPOINT, REAPPOINT, OR CHANGE TO:

Position Number: 997998

FROM:

Official Title/Rank Graduate Teaching Assistant

Official Title/Rank

Organization Name Dean's Office-Graduate School

Organization Name

Organization No. 215101 Contract is: Multi-year Renewable Last Year

ASSIGNMENT/LEAVE DATES

BEGIN 8/16/2008 END 12/31/2008

Employee Class for This

Position K4 - Monthly Graduate Student

Organization No

COMPOSITE FTE 0.50

Hours in work week (hrly employee)

Job Code

Position Class

TOTAL SALARY \$5,454.00

Monthly or Hourly Rate \$ 1,212.00

Total Salary

Monthly or Hourly Rate

Position Class 44010

EEO CODE* 90

Is this the employees Primary Job? Yes

Table with 5 columns: Distribution FTE, Fund, Orgn, Acct, Prg. Rows 1-8.

Table with 7 columns: Distribution FTE, Fund, Orgn, Account, Prog, Perm. Funds, Temp. Funds. Rows 1-8.

D) FOR SEPARATION USE ONLY

100.00

1,212.00

Termination Date Type Termination* Annual Leave Balance Sick Leave Balance

Comp. Time Balance (hrly employee only) Forwarding Address

Recommended for Rehire Yes No

E) Comments TA ASSISTING PRIMARY TEACHER FOR SPA 199-001 WITH LECTURE HALL PREP, GRADING PAPERS.

NO OTHER ASSIGNMENTS. CURRENT GPA = 3.99. ENROLLED 200840 - 6 HOURS. GAS-PY-PHD.

COMPLETE FOR ALL NEW NON-STUDENT EMPLOYEES OR TO REPORT CHANGES TO CURRENT EMPLOYEES

Degree Information

Highest earned degree Year Received Terminal Degree? Yes No Native language English? Yes No

Tenure Status Not on Track On Track Tenured Retired Tenured Tenure Dept. Tenure Date

PA PREPARED BY

Name J Chambers Phone Number 348-8282 Date Prepared 8/1/2008 Campus Box 870118 Email john.chambers@ua.edu

F) APPROVALS

ROUTING (Initials and Date)

Division/Department Head Signature & Date Budget Office Date

Dean/Director Signature & Date C&G Office Date

Vice President Signature & Date Graduate School Date

Human Resources Date