



University of Alaska

Job Form

Action Type

Use notation area for
explanation of changes and
corrections

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

TKL (Home Org)

Last Name First MI

Social Security Number

Extract Date:

Employee Information (PEAEMPL)

Last Activity:

Status	ECLS	LCAT	BCAT	FT/PT	Home Dept	Check Dist	Dist/Div

Current Hire	Original Hire	Adjusted Service	Seniority Date	Term Date	Term Reason

Base Job Information (NBAJOBS)

Last Activity:

T/S Org	Posn	Suffix	Job Begin Date

Job End Date	P/S/O	Contract Start	Contract End	Step Increase MM/DD

Job Detail Information (NBAJOBS)

Last Activity:

Change Effective Date	Personnel Date	Status	PCLS	Job Title

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 _____
Budget _____ Date _____
Notations:

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

FormB015 (03/99)