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| **PAYROLL ACTION FORM**  |
|  | **From (your name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Effective Date: \_\_\_\_\_\_\_\_\_\_** |
| **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Base Department:** Choose an item. | **Empl ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Action Type: New Hire** |
|  |
| **Position Type:** Choose an item. | **Position #:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Vacancy ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Permanent [ ]  Temporary | **FTE / Avg. Hours per week:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Expected end date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Supervisor must choose either *(excludes students):*** |  |
| [ ]  Intermittent Temp *(less than 1,500 hrs. allowed at UNC in 12 months)* | [ ]  Regular Temp *(must take 31 day break from UNC at 12-months)* |
| [ ]  UNC- CH Student[ ]  Student (Other) | Employed elsewhere at UNC-CH? If so, name department(s):  |
|  |
| **Duties *(Students/Temps ONLY)*:**  |
|
| **Work location:**  | **Work Phone #:**  |
| **Reporting Relationship** |  |  |  |
| *Direct Supervisor* | *Principal Investigator* | *TIM Approver* |
|  |
| **FUNDING INFORMATION** |
| **Base Rate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Hourly rate, Salary, Stipend)* |
| **Amount** | **Fund** | **Source** | **Account** | **Dept.** | **Bus. Unit** | **Project** | **Activity** | **Program** | **CC1** | **CC2** | **CC3** |
| **From:** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **To:** |  |  |  |  |  |  |  |  |  |  |  |  |
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| Termination reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Please specify; i.e. Moved, graduated, returned to school, discharged for cause, etc.)* |
|
| Last Day Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Additional Comments:** |
|  |

*Please return form to* ***Latisha Johnson****,* *latishaj@email.unc.edu*