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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Additional Comments:** |
|  |

*Please return form to* ***Latisha Johnson****,* [*latishaj@email.unc.edu*](mailto:latishaj@email.unc.edu)