



**University of Alaska**  
**Job Form**

TKL (Timesheet Org)		
Last Name	First	MI
Employee ID		

**Action Type**

Use notation area for explanation of changes and corrections

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

**Employee Information (PEAEMPL)**

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)**

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)**

Change Effective Date	Personnel Date	Status	PCLS	Job Title	
FTE	Employee Class		Out of Class (Shift)		
Job Change Reason	Salary Table	Grade	Step	Hours per PP	
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
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**Labor Distribution Information (NBAJOBS)**

Effective Date	Fund	Orgn	Acct	Prog	Actv	Percent
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Completed by/Date \_\_\_\_\_ Ext. # \_\_\_\_\_ Dept Approval Admin Manager / Dean Signature Date \_\_\_\_\_  
 Budget Approval Grants/Budget Office Signature Date \_\_\_\_\_  
 Personnel Approval HR Signature Date \_\_\_\_\_ **Notations:**  
 Personnel Entry \_\_\_\_\_ Date \_\_\_\_\_

**Employee Supervisor Information (NEA2SPE)**

TS Approver ID \_\_\_\_\_ PCN/Suff \_\_\_\_\_  
 Supervisor ID \_\_\_\_\_ PCN/Suff \_\_\_\_\_

**Subject/Course/Sec/CRN (faculty or grad student teaching assns):**

**Time Sheet Routing (NBAJQUE)**

FYI ID \_\_\_\_\_ PCN/Suff \_\_\_\_\_