Clear Shaded Fields | Print-It | Clear Other Fields

TULANE PAYROLL ACTION FORM

Social Security Number | Check Code | Print Date | Distribution

- ☐ Appointment/Hire
- ☐ Separation (Resign/Term)
- ☐ Rehire
- ☐ Leave of Absence
- ☐ Return From Leave
- ☐ Classification Change
- ☐ Change in Salary Distribution
- ☐ Promotion
- ☐ Transfer
- ☐ Salary Change
- ☐ Name Change
- ☐ Other

Employee Number	Last Name, First Name, Middle Name	Hire Date	Benefits Elig. Date

ORG Number	Home Dept. No.	Home Department Name	Effective Date of Action

Job Class Code/Extent	Position Title	Fac. Aptmt. Type	Appt. Lgth. (Mos.)	Appt. End Date

Activity Code	Activity Code Description	Tulane Student Y/N

Annualized Salary	Actual Salary	Monthly Salary	Status	% of F.T.	Hourly Rate	Hours/Week	Shift

Termination Date	Position Control No.	Rehire Condition	Pd. Vac Hrs.	Leave Type	LOA Begin Date	LOA Return Date

CURRENT SALARY DISTRIBUTION/ACCOUNT INFORMATIC

Clear Current Salary | y Distribution Date:

General Ledger			Grants Management				lary		
GI Account	Natl. Acct.	Dept. Use	Project	Task	Award	Exp. Type	Salary Amount	% of Effort	Certifying P.I. Approvals

PLANNED SALARY DISTRIBUTION/ACCOUNT INFORMATIC

Clear Planned Salary | Distribution Date:

General Ledger			Grants Management				lary		
GI Account	Natl. Acct.	Dept. Use	Project	Task	Award	Exp. Type	Salary Amount	% of Effort	Certifying P.I. Approvals

Remarks:

Effort Certification	Departmental Approvals	Administrative Approvals
I hereby certify that the current workload (100%) reflected in the Current Salary Distribution section was reasonable without significant variations from the effective date shown in that section. I also certify that the proposed assignment of activity (100%) reflected in the Planned Distribution section reasonably reflects the projected workload of the employee from the effective date shown in that section.	Supervisor Date	Accounting/ Research Admin Date
	Director/Dept Head Date	Human Resources/Student Employment Date
	Dean Date	Budget Office/ Financial Svcs Date
Principal Investigator/Faculty/Staff Date	Senior Officer for the unit Date	Payroll Office Date