PAYROLL / PERSONNEL

PAYROLL MAINTENANCE WORKSHEET - 1

UPAY640A (R01/08) R1800

EMPLOYEE NO. (4–12)	DATE PREPARED (13–18) MM DD YY

A1

GEN. NO. (19–22)	EMPLOYEE ACTIONS (23 24 25 26 27 28)

A2

MERIT % (20–23)	SAL. REV DATE (25–28) MM YY	REV. TYPE (29)	ACT/STAT (60 61)	L.O.A. BEGIN (39–44) MM DD YY	L.O.A. RETURN (45–50) MM DD YY	L.O.A. TYPE (51 52)	LAST DAY ON PAY (54–59) MM DD YY	SEPARATION DATE (30–35) MM DD YY	REASON (36 37)	DEST (38)

ED

ETH (19)	VET ST (20)	DIS ST (21)	HCP ST (22)	VCE ST (23)	REC SEP VET DATE (24–27) MM YY	AFSM CD (28)

B1

STU. STATUS (19)	HOME DEPT. (20–25)	HIRE DATE (26–31) MM DD YY	BIRTH DATE (32–37) MM DD YY	RTMT (41)	FICA (42)	ERC (45)	ERU (46 47)	VISA END DATE (48–53) MM DD YY	UNITS (55–57)

APPT NO. 1-2 (24 25)	APPT. ACTIONS (31 32 33 34)

A/D/C (21)	PERS PROG (22)	APPT TYPE (23)	ACADEMIC BASIS (27 28)	PAID OVER (29 30)	APPOINTMENT BEGIN DATE (35–40) MM DD YY	APPOINTMENT END DATE (41–46) MM DD YY	EMPL DUR. (47)	TITLE CODE (49–52)	GRADE (53 54)	% FULL TIME (58–60)	F/V (61)	ANNUAL/HOURLY RATE (62–69)	RATE CODE (70)	PAY SCHED. (71 72)	TIME RPTG (73)	LV ACCR (74)	APPT. DEPT. (75–80)

DIST NO. 1-2	DIST. ACTIONS (22 23 24 25 26 27)	A/D/C (21)	LOC (73)	ACCT. NO. (74–79)	COST CTR. (80–83)	FUND NO. (84–88)	PROJECT (89–94)	SUB (95)

FTE (42–44)	DIST. % (45–49)	PAYMT. BEG. DATE (50–55) MM DD YY	PAYMT. END DATE (56–61) MM DD YY	STEP (37–40)	O/A (41)	PAY PERIOD RATE/AMT. (62–68)	DESC. SERV. (69–71)	PERQ. TYPE (28–30)	DUC (31)	WSP (32)

DIST NO. 1-2	DIST. ACTIONS (22 23 24 25 26 27)	A/D/C (21)	LOC (73)	ACCT. NO. (74–79)	COST CTR. (80–83)	FUND NO. (84–88)	PROJECT (89–94)	SUB (95)

FTE (42–44)	DIST. % (45–49)	PAYMT. BEG. DATE (50–55) MM DD YY	PAYMT. END DATE (56–61) MM DD YY	STEP (38–40)	O/A (41)	PAY PERIOD RATE/AMT. (62–68)	DESC. SERV. (69–71)	PERQ. TYPE (28–30)	DUC (31)	WSP (32)

IE

LIFE PLAN (19)	SALARY (21–23)	COV. EFF. DATE (24–29) MM DD YY	A D & D COV (30)	PRIN. SUM. (31–33)	COV. EFF. DATE (34–39) MM DD YY	DEP. LIFE (67)	COV. EFF. DATE (68–73) MM DD YY	MED CONT BASE (40–42)

W4

SOCIAL SECURITY NUMBER (19–27)	MAR STAT (FED) (28)	MAR STAT (ST.) (29)	STATE EXEMPT (30–32)	STATE ITEMIZED (33–35)	FED. EXEMPT TOTAL (36–38)

X1

ELEM NO. (19–23)	DATA (24–30)	ELEM NO. (31–35)	DATA (36–42)	ELEM NO. (43–47)	DATA (48–54)

X1

DE

SUPP DIS SAL (19–23)	WAIT PERIOD (24–26)	COV. EFF. DATE (27–32) MM DD YY

WE

SOCIAL SECURITY NUMBER (19–27)	FED EXEMPT (28–30)	STATE EXEMPT (31–33)

X2

ELEM NO. (19–23)	DATA (24–53)

X3

ELEM NO. (19–22)	BAL TYPE (23)	DATA (24–30)

HE

PRIM. PLAN (19 20)	COV. EFF. DATE (24–29) MM DD YY

RETN: ACCOUNTING 1-2 YRS