



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

Labor Distribution Information (NBAJOBS)

Effective Date	Fund	Orgn	Acct	Prog	Actv	Percent

Completed by/Date	Ext. #
Budget Approval	Date
Personnel Approval	Date
Personnel Entry	Date

Dept Approval	Date
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Notations:**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