UNC CHARLOTTE

2005

Banner Finance

Using Self Service Banner Finance Menu

UNC Charlotte Financial Services

Banner Finance

Using Self Service Banner
Finance Menu

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Banner Terms

On the arrows, Ctrl + Click to return to the Table of Contents

- UNC Charlotte ID – an alternate 9 digit number used to uniquely identify a person in the BANNER systems
- Chart – identifies whether the transactions are for UNC Charlotte (1); UNC Charlotte Foundation (F); or the Athletic Foundation (A)
- Fund – a numeric designation for a self balancing set of accounts in which transactions are recorded. In the FRS system, formerly called "account numbers".
  - Example: 139499 = Dept of ____ Discretionary Fund

  Grant – Every grant must have two numbers assigned to assist with tracking financial activity in Banner; grant code and fund code. The grant code is used by Banner in accumulating information on a project to date basis (accumulates across fiscal years). This code should be used to review budget balances and view transaction activity in Banner Finance Self Service. It is an **accumulator only**. To ease the transition to Banner, UNC Charlotte has made the grant code equivalent to the FRS account number for projects that were already established in FRS.

  Fund code, which is the second number assigned to a grant, is used for processing all transaction activity. Exception: since the HRS payroll system will continue to use the FRS system until January, the old FRS account number must continue to be used on payroll transactions until January.

  - Example: NSF project Grant Code = 551239; Fund Code = 501239

- Organization – a numeric designation for departmental/budgetary subdivisions. Also known as department number and refers to who or what office controls the funds.
  - Example: 11400 = Assoc VC for Finance
- Account – a numeric designation for individual asset, liability fund balance, revenue, expenditure and transfer account classifications. In the FRS system, formerly called "object codes", these numbers specify the allowable use of those funds.
  - Example: 931100 = Office Supplies

- Fiscal Year – defined 12 month period used for financial reporting and activity. UNC Charlotte's fiscal year is July 1 – June 30. The Fiscal Year field in SSB is the YYYY for a fiscal year end (June 30).
  - Example: July 1, 2005 – June 30, 2006 = Fiscal Year 2006
- Fiscal Period – identifies the months of the fiscal year, beginning with 01 - 12.
  - Example: July = fiscal period 01; August = fiscal period 02; September = fiscal period 03, etc…
- Document Code – a reference number assigned for each transaction. The numbers start with various letters depending on the source.
  - Examples: Purchase Orders begin with P; Requisitions begin with R; Invoices begin with I; Checks begin with 1.
- Requisition – an on-line document created by user department to request goods/services
- Reservations – funds reserved by the creation of the requisition
- Purchase Order – the Requisition is converted to a Purchase Order by Purchasing once the vendor is identified and the order is placed. When this occurs, the reservation of the funds for the Requisition are released.
- Encumbrances – funds set aside to cover a purchase order
- Invoice – an on-line document created by Accounts Payable to initiate payment to a vendor
- Commitments – the total of both reservations and encumbrances
- Year to Date – actual receipts deposited and expenses incurred
- Available Balance – budget minus year-to-date expenses minus commitments

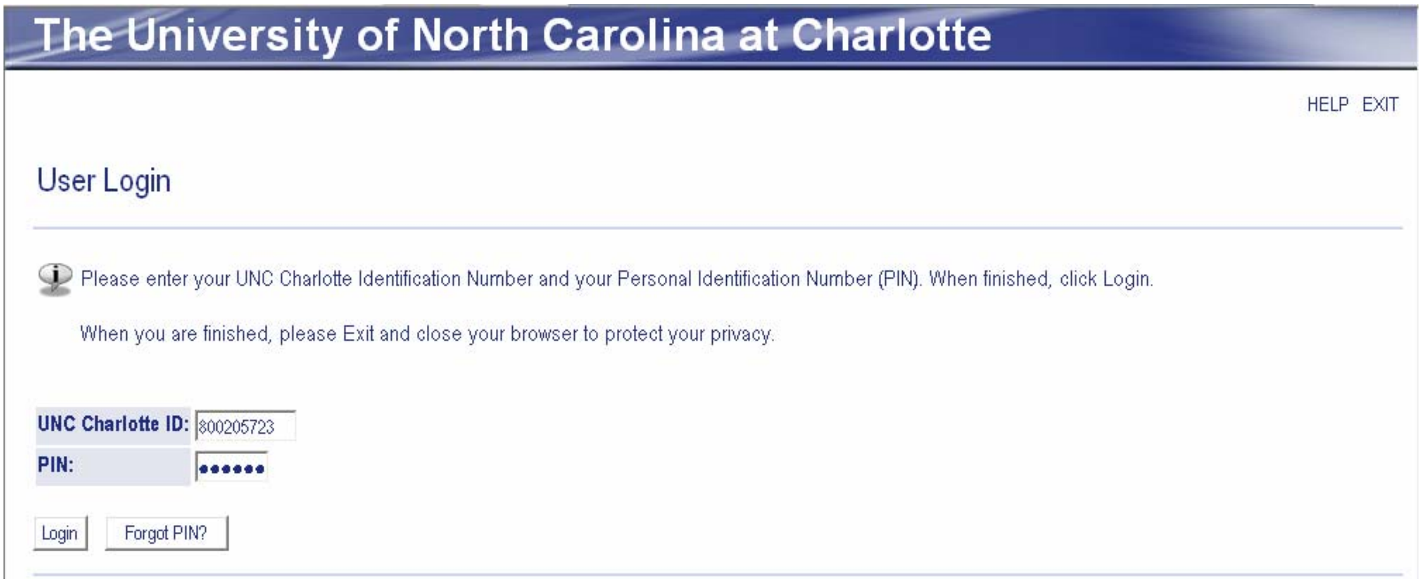
Opening Self Service Banner (SSB)

1. Open the Banner INB gateway web page with your browser:
   - In the **Address** field of your browser, type https://selfservice.uncc.edu and press Enter.

   NOTE: A UNC Charlotte ID # is required to logon to Self Service Banner. If the user's ID is unknown, click on Get my UNC Charlotte Id to look up the ID. The Get My UNC Charlotte ID application requires a user's Novell username and password for validation. Once the ID is found, make a note of it and close this application to return to Self Service Banner.

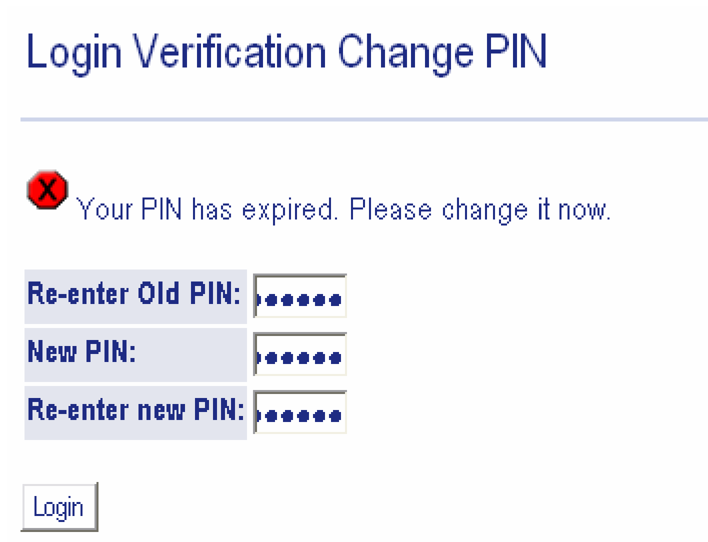
2. Click on Enter Secure Area

3. Enter UNC Charlotte ID # and PIN (user's 6 digit birth date – MMDDYY) and click Login.

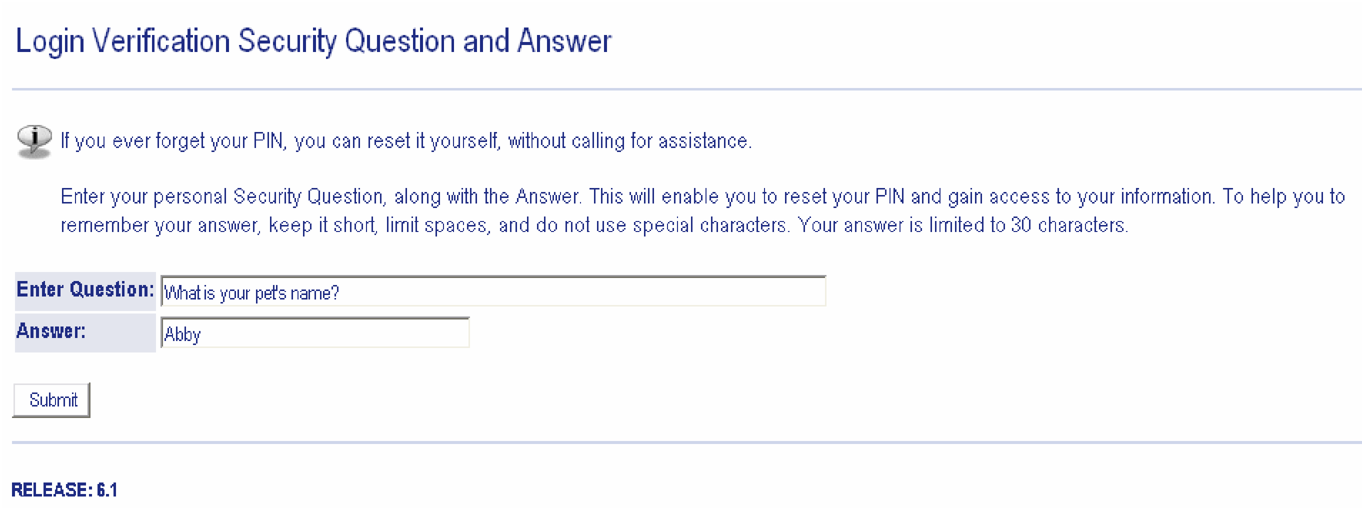


NOTE: Steps 4 – 6 are only required on initial login.

4. The initial PIN will be the user's six digit birth date. The user will be directed to change the PIN at the initial logon. The PIN must be a six digit number.



5. A **Login Verification Security Question and Answer** is required to allow the password to be reset without assistance. Any question/answer combination can be used. Type question and answer and press Submit.


Login Verification Security Question and Answer

If you ever forget your PIN, you can reset it yourself, without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters.

Enter Question:	What is your pet's name?
Answer:	Abby

Submit

RELEASE: 6.1

6. Each user must read and agree to the **Terms of Usage Statement**. Click on Continue if you agree, otherwise, click on Exit .

Terms of Usage

Use of the University's computing and electronic communication resources is conditioned on compliance with the University's Information Technology (IT) policies (Policy Statements 8, 10, 20, 66, 67, and 102). Pursuant to those policies, the University will take any steps necessary to safeguard the integrity of the University's computing and electronic communication resources and to minimize the risks to both those resources and the end users of those resources. Such safeguarding includes monitoring data traffic to detect anomalous network activity, as well as accessing, retrieving, reading, and/or disclosing data communications when there is reasonable cause to suspect a violation of applicable University policy or criminal law, or when monitoring is otherwise required or permitted by law.

If you agree to these terms of usage, click on the "Continue" button below. Otherwise, click on the "Exit" button.

Continue Exit

7. From Main Menu, click on Financial Information

8. From the Financial Information menu, click Budget Queries

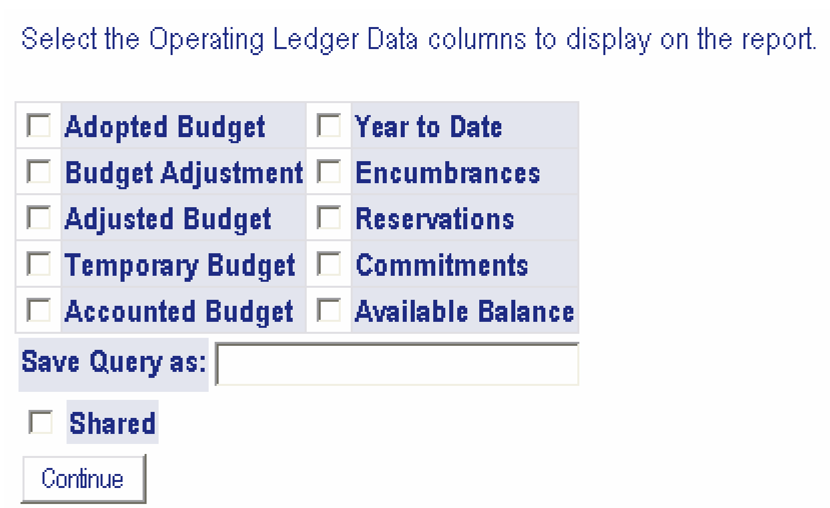
Budget Status by Account Query

NOTE: Includes query by Grant

1. Click on the drop down box to select Budget Status by Account.

2. Click on Create Query

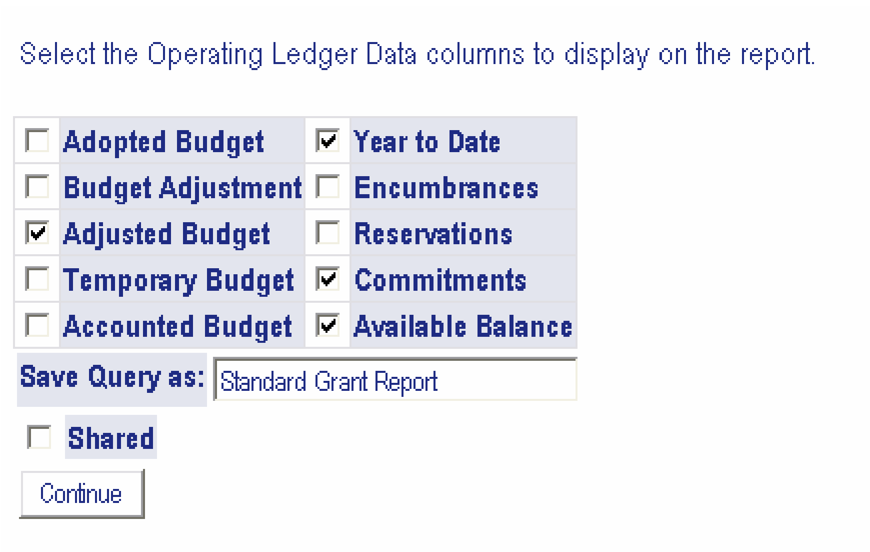
3. This page allows the design of a personalized report. See 4. for an example.



4. The following example is of a standard four column report for a Grant. To follow this for any other type of Fund, fill out the Fund field in lieu of the Grant field.

    - There are several budget fields to choose from, but the only one needed for these queries is "Adjusted Budget". Select "Year to Date" for either project to date activity (if querying a grant) or year to date activity (if querying any other fund). Select "Commitments" (includes all encumbrances & reservations) for column three. The fourth and final column should be "Available Balance".

    - To save the format for future use, enter a report name in "Save Query As:". User does not have to save the query, this is just an option.



5. Press 

6. To narrow the query, addition information is needed.

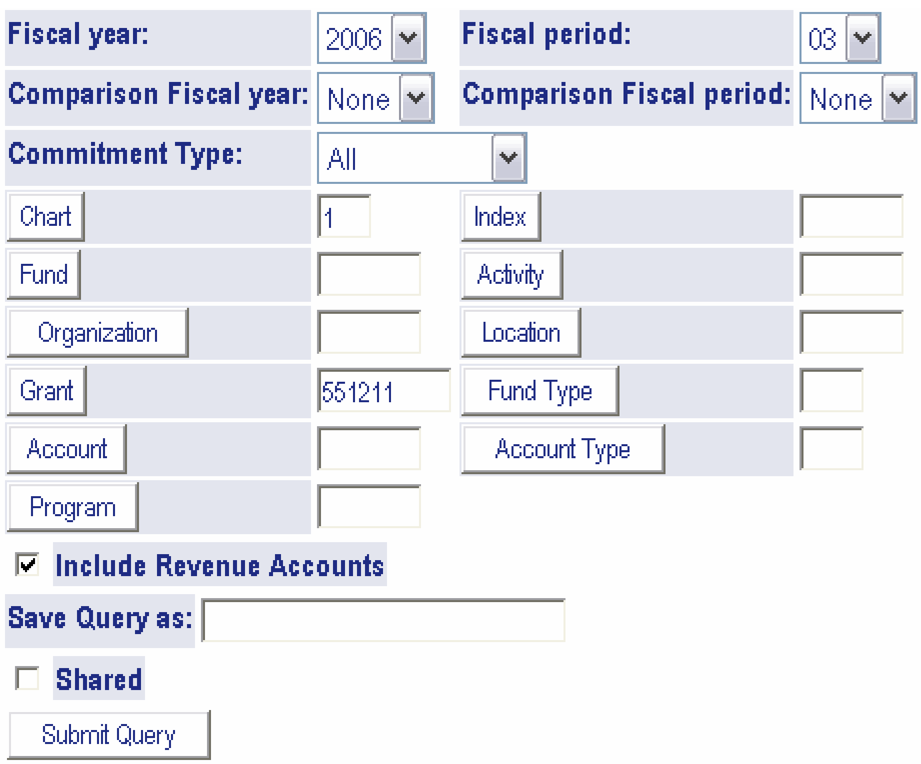
   - Required Fields: Chart (should be 1 for University), Fiscal Year, Fiscal Period (July = 01, August = 02, September = 03, etc)

   AND to query a:

     - Grant - Grant Code only additional code required
     - Fund - Fund and Organization Code (6 digit code from Level 5 column – see List of Codes note below) required in addition to the required fields above
     - Organization - Organization Code (6 digit code from Level 5 column – see List of codes note below) only additional code required

   List of UNC Charlotte Organization Codes located here [Financial Services - Banner]

7. The query may be saved for regular review by giving it a name in “Save Query as:”. User does not have to save the query, this is just an option.



8. Click on Submit Query

9. An on-line report with drill-down capabilities will be produced. The Year to Date information that is underlined can be clicked to drill-down to the detail that makes up this total.

   - NOTE: Detail information regarding salary/benefit charges can not be acquired through Banner Finance Self Service. This information is still obtainable from the Human Resources Labor Distribution reports that are distributed by Financial Services.
   - NOTE: Information may not fit on one screen. Don't forget to click on Next 15> to see balance of report.

✓ Query 551211 Standard Query (Personal) saved.

Report Parameters

Grant Inception to Date Report			
By Account			
Period Ending Sep 30, 2005			
As of Oct 10, 2005			
Chart	1 UNC Charlotte	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	551211 NFKB-Mediated Collag		

Query Results

Account	Account Title	GY05/PD08 Adjusted Budget	GY05/PD08 Year to Date	GY05/PD08 Commitments	GY05/PD08 Available Balance
911100	EPA Perm Non-Teaching Salaries	12,968.00	0.00	0.00	12,968.00
911200	EPA Temp Non-Teaching Salaries	25,666.00	4,444.45	0.00	21,221.55
911250	EPA Stu Non-Teaching Salaries	36,000.00	9,000.00	0.00	27,000.00
911300	EPA Non-Teaching Special Pmt	13,657.00	3,967.00	0.00	9,690.00
915900	Non-Student Regular Wages	0.00	2,412.25	0.00	(2,412.25)
917000	Medical Insurance Pool	3,582.00	0.00	0.00	3,582.00
917050	Medical Insurance State Plan	0.00	217.33	0.00	(217.33)
917100	Medical Insurance Brocker	0.00	0.00	0.00	0.00

10. To download the report to Excel, click Download Selected Ledger Columns to download only columns shown on Banner query. Or to see all available columns, click Download All Ledger Columns.

11. Click Open to see report in a browser window or Save to save to Excel.

12. When in Excel, the report can be formatted and functions like a normal Excel worksheet.

Program	All													
Activity	All													
Location	All													
Commitme	All													
Grant:551211 NFKB-Mediated Collag														
chart	Account	Account Ti	Account T	Account T	Account T	Account T	Program	Program T	Fiscal Yea	Fiscal peri	Adjusted E	Year to Da	Commitme	Available Balanc
1	911100	EPA Perm	UA	Salaries	60	Labor			2006	3	12968	0	0	12968
1	911200	EPA Temp	UA	Salaries	60	Labor			2006	3	25666	4444.45	0	21221.55
1	911250	EPA Stu N	UA	Salaries	60	Labor			2006	3	36000	9000	0	27000
1	911300	EPA Non-T	UA	Salaries	60	Labor			2006	3	13657	3967	0	9690
1	915900	Non-Stude	UA	Salaries	60	Labor			2006	3	0	2412.25	0	-2412.25
1	917000	Medical In	UF	Benefits	60	Labor			2006	3	3582	0	0	3582
1	917050	Medical In	UF	Benefits	60	Labor			2006	3	0	217.33	0	-217.33
1	917100	Medical In	UF	Benefits	60	Labor			2006	3	0	0	0	0
1	918000	Optional R	UF	Benefits	60	Labor			2006	3	5490	0	0	5490
1	918100	TIAA Retir	UF	Benefits	60	Labor			2006	3	0	144.6	0	-144.6
1	918200	Valic Retir	UF	Benefits	60	Labor			2006	3	0	271.34	0	-271.34
1	919150	Social Sec	UF	Benefits	60	Labor			2006	3	6880	1031.24	0	5848.76
1	920350	Consult Fe	VF	Services	70	Expenses			2006	3	0	0	85	-85
1	922600	Service Ag	VF	Services	70	Expenses			2006	3	0	87.36	0	-87.36
1	925000	Domestic T	VF	Services	70	Expenses			2006	3	7000	0	0	7000
1	927380	Maint-Othe	VF	Services	70	Expenses			2006	3	5000	0	0	5000
1	928170	Printing &	VF	Services	70	Expenses			2006	3	4000	0	0	4000
1	930250	Education	VA	Supplies a	70	Expenses			2006	3	34757	14203.92	3910.28	16642.8
1	942220	PC/Printer	VA	Supplies a	70	Expenses			2006	3	0	2145.44	0	-2145.44
1	944010	L/Tch Scie	VA	Supplies a	70	Expenses			2006	3	25000	0	683.71	24316.29
1	944510	L/Tch Scie	VA	Supplies a	70	Expenses			2006	3	0	9957	0	-9957
1	951760	Other Curr	VF	Services	70	Expenses			2006	3	0	727.64	0	-727.64
1	953050	Indirect Ov	VF	Services	70	Expenses			2006	3	58500	15798.11	0	42701.89

Budget Status by Organizational Hierarchy Query

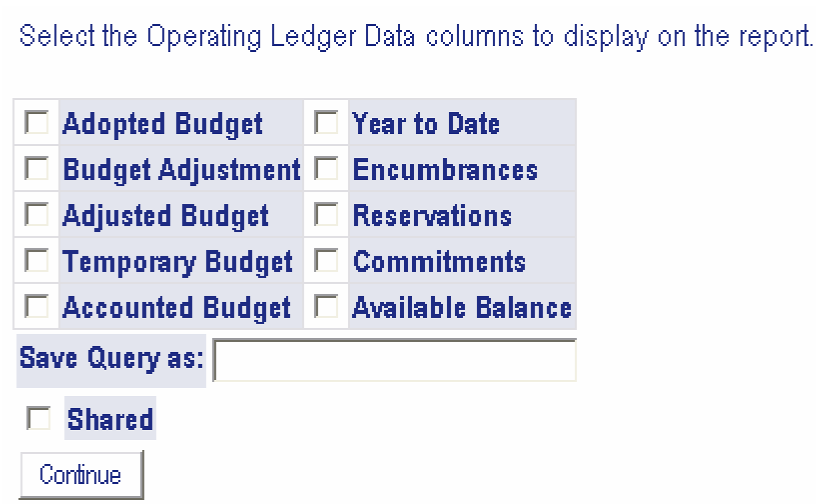
NOTE: For Grant queries, see Budget Status by Account Query above

1. Budget Status by Organizational Hierarchy – Organization Code is required. If unknown, refer to UNC Charlotte Organization Codes link located here [Financial Services - Banner]

2. Click on the drop down box to select Budget Status by Organizational Hierarchy.

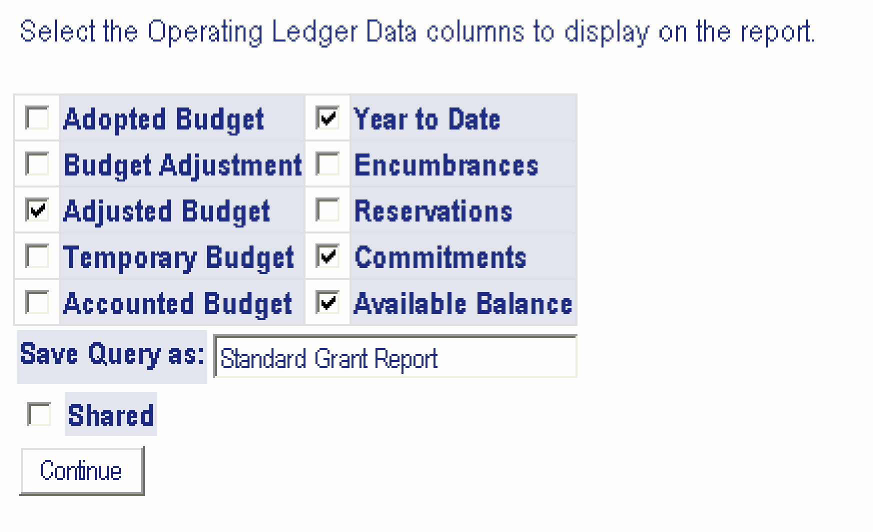
3. Click on Create Query

4. This page allows the design of a personalized report. See 5. below for an example.



5. There are several budget fields to choose from, but the only one needed for these queries is "Adjusted Budget". Select "Year to Date" to add a column of Year-to-Date activity. Select "Commitments" (includes all encumbrances & reservations) for column three. The fourth and final column will be "Available Balance".

6. To save the format for future use, enter a report name in "Save Query As:". This is an option and is not required.



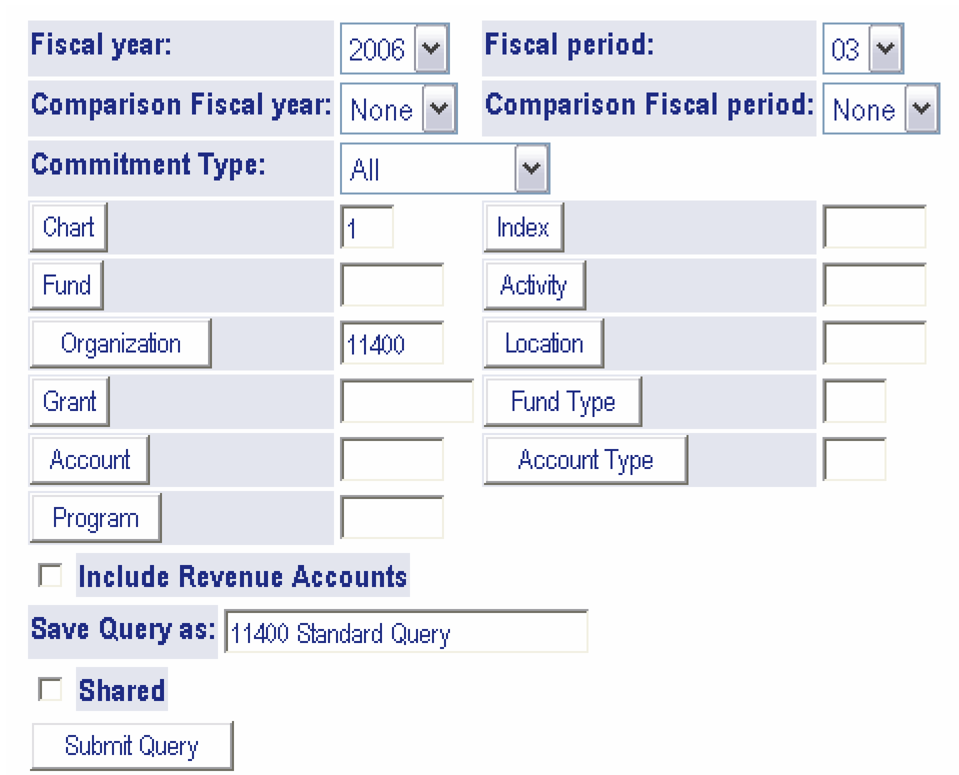
7. Press 

8. To narrow the query, addition information is needed. Chart, Fiscal Year, and Organization are required fields. Any level of the Organization code (from the list) can be used. A higher level Organization code will sum the transactions for all of the Organization codes below it.

    - Example: Organization = UNCC will report all transactions for the entire university. Organization = 30 will report all transactions for the Division of Academic Affairs.

    - If a report is desired for the end of a particular month, the Fiscal Period may be entered. Fiscal periods are: July =01, August=02, etc.

9. The Query may be saved for regular review by giving it a name in "Save Query as:". This is an option and is not required.



10. Click on 

11. An on-line report with drill-down capabilities will be produced. The Organization code is underlined and can be clicked to drill-down to lower level Organizations, expense categories, and finally to the Account Codes.

    - NOTE: Detail information regarding salary/benefit charges can not be acquired through Banner Finance Self Service. This information is still obtainable from the Human Resources Labor Distribution reports that are distributed by Financial Services.
    - NOTE: All information may not fit on one screen. Don't forget to click on [Next 15>] to see balance of report.

✓ Query 11400 Standard Query (Personal) saved.

Report Parameters

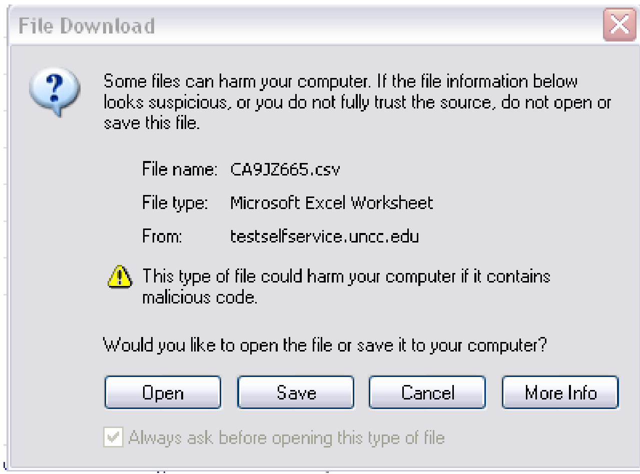
Organization Budget Status Report			
By Organization			
Period Ending Sep 30, 2005			
As of Oct 11, 2005			
Chart	1 UNC Charlotte	Commitment Type	All
Fund	All	Program	All
Organization	11400 Financial Services AVC	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY06/PD03 Adjusted Budget	FY06/PD03 Year to Date	FY06/PD03 Commitments	FY06/PD03 Available Balance
11400	Financial Services AVC	0.00	804,222.69	16,775.71	(820,998.40)
11400 Rollup		0.00	804,222.69	16,775.71	(820,998.40)

9. To download the report to Excel, click [Download Selected Ledger Columns] to see only columns shown on Banner query. To see all available columns, click [Download All Ledger Columns].

    - Once a Download button is clicked, a pop-up window will display:



10. Click Open to see report in a browser window or Save to save Excel.

11. When in Excel, the report can be formatted and functions like a normal Excel worksheet. If assistance is needed with Excel, please contact 7-3100.

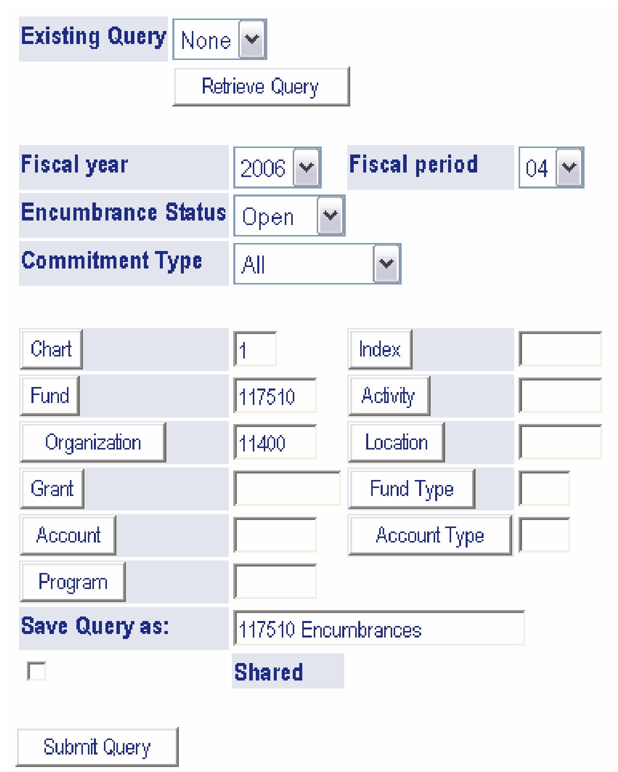
Organization Budget Status Report									
By Organization									
Period Ending Sep 30, 2005									
As of Oct 11, 2005									
Chart	1	UNC Charlotte							
Fund	All								
Organizati	11400	Financial Services AVC							
Account	All								
Program	All								
Activity	All								
Location	All								
Commitme	All								
chart	Organizati	Organizati	Account	Fiscal Yea	Fiscal peri	Adjusted E	Year to Da	Commitme	Available Balance
1	11400	Financial Services AVC		2006	3	0	804222.7	16775.71	-820998
11400 Rollup:						0	804222.7	16775.71	-820998

Querying for Encumbrance Information

1. From the Financial Information menu, click Encumbrance Query
2. The Encumbrance Query allows you to view encumbrance information for a Fund, Organization, or Grant.
    - Required Fields: Chart (should be 1 for University), Fiscal Year, and to query a:
        - Grant - Grant Code only required
        - Fund - Fund and Organization Code (6 digit code from Level 5 column – see List of Codes note below) required
        - Organization - Organization Code (6 digit code from Level 5 column – see List of codes note below) only required

      List of UNC Charlotte Organization Codes located here [Financial Services - Banner]
    - If a report is desired for the end of a particular month, the Fiscal Period may be entered.

      Fiscal periods are: July =01, August=02, etc.
3. Query may be saved for regular review by a name in "Save Query as:".



4. Click on Submit Query

5. An on-line report with drill-down capabilities will be produced.

6. Select a Document Code underlined to display the details for the transaction.

7. NOTE: All information may not fit on one screen. Don't forget to click on Next 15> to see balance of report.

Report Parameters

Organization Encumbrance Status Report

Open Encumbrance Summary by Document, Account Distribution

Period Ending Oct 31, 2005

As of Oct 11, 2005

Chart of Accounts	1 UNC Charlotte	Commitment Type	All
Fund Code	117510 Financial Services	Program Code	All
Orgn Code	11400 Financial Services AVC	Activity Code	All
Account Code	All	Location Code	All

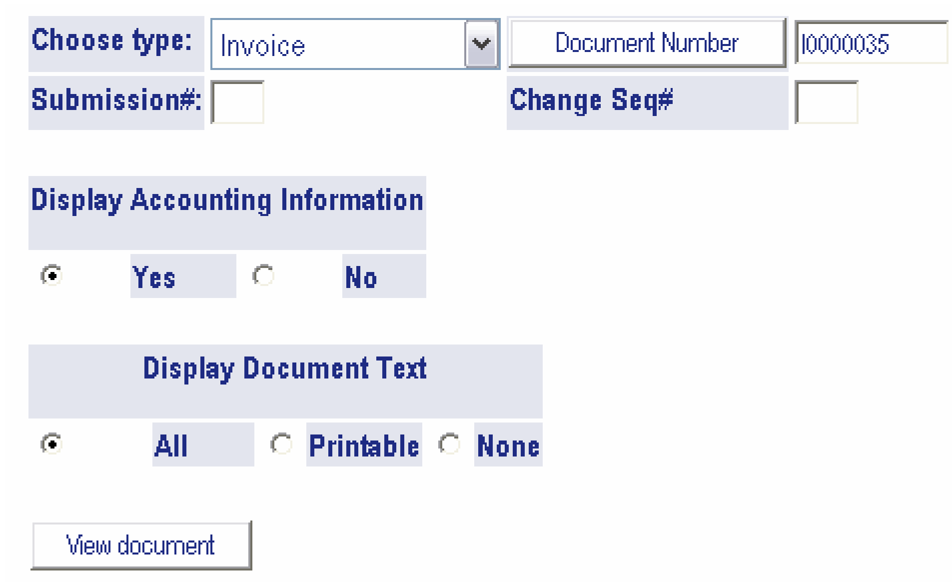
Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
927230	P06A9044	University Self Storage Inc	3,480.00	.00	(1,201.00)	1,201.00	2,279.00	34.51	U
927230	PH565257	University Self Storage Inc	435.00	.00	(380.00)	380.00	55.00	87.36	U
928110	P06A9154	Nextel Communications	544.50	.00	(46.82)	46.82	497.68	8.60	U
928180	E0600217	FM 06-0055 REESE 311, 312 RENO	3,989.00	.00	.00	.00	3,989.00	.00	U
928220	P0601042	Patterson Pope	2,500.00	.00	.00	.00	2,500.00	.00	U
942220	P0601830	Dell Marketing LP	2,511.03	.00	.00	.00	2,511.03	.00	U
942220	P0603377	Logical Choice Inc	4,654.00	.00	.00	.00	4,654.00	.00	U
Report Total (of all records)			18,113.53	.00	(1,627.82)	1,627.82	16,485.71	8.99	

12. Encumbrance queries cannot be downloaded to Excel.

Querying for Documents

1. From the Financial Information menu, click View Document
2. Details for the following documents can be queried:
   - Requisitions
   - Purchase Orders
   - Journal Vouchers
   - Encumbrances
   - Invoices (vendor invoices and direct pay requests)
3. To display the details of a document, choose Type and enter a document number, then select View document.
   - If the document number is not known, select Document Number to access the Code Lookup feature. This enables a query to obtain a list of document numbers from which to choose.



4. Information about the document is returned.

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0000035	1		Jul 11, 2005	Jul 11, 2005	Jul 20, 2005	764.85
Complete:	Y	Approved:	Y	Vendor Inv	7/31-8/5 HELMS	
Open Paid:	P	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:		1099 Vendor:	N	Income Type		
Accounting:	Document Level					
Vendor:	12755	Gale Helms				
	9201 University City Blvd					
	Charlotte, NC 28223					
Collects Tax:	Collects No Taxes					
Discount Code:	00 Due Upon Receipt					
Currency:						
Document Text:	Return check to Travel					

Invoice Commodities

Item	Commodity	Description						
1		7/31-8/5 Helms TA						
	P O Item	U/M	Tax Group	TolOverride	Final Pmt	Last Rcv	Suspense	
							N	
				Approved	Disc	Addl	Tax	Net
	Amount			764.85	.00	.00	.00	764.85

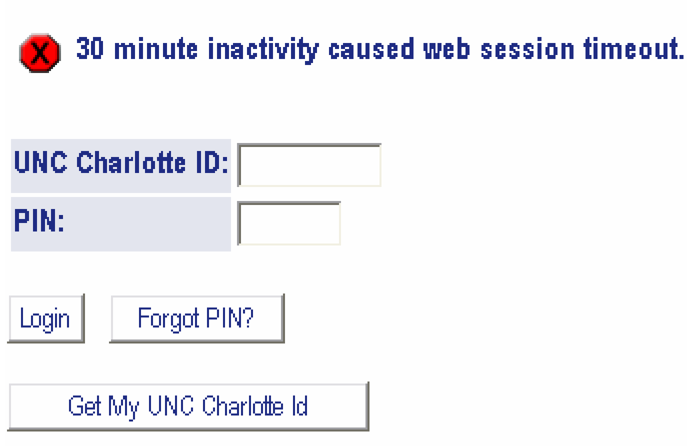
Total of all Commodities	764.85

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	1	06	660265	660265	90000	G13910	17000			
		DB	N	N		764.85	.00	.00	.00	764.85
Total of displayed sequences:										764.85

Miscellaneous Information about SSB

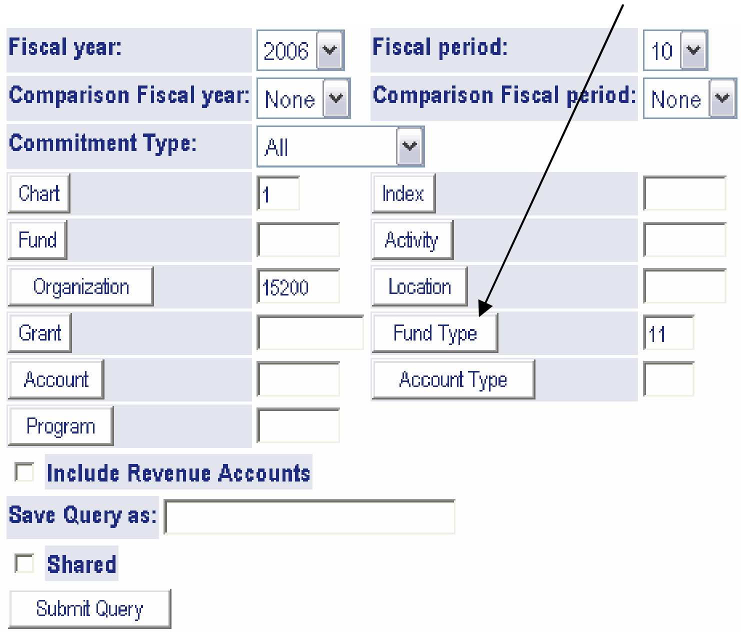
1. After 30 minutes of activity, the user will be forced out of SSB and will have to logon again.



2. When creating Budget Queries, uncheck Include Revenue Accounts to only view expenses.

3. If using an Organization Code to query, the field Fund Type can be used to select only a specific type of funds.

    - Example: Fund Type 11 = General Fund
    - Fund Type choices can be found by clicking the Fund Type button



- Change Maximum rows to 75 and click Execute Query

Chart	1
Fund Type Criteria	
Title Criteria	
Maximum rows to return	75

Execute Query

Exit without Value

- Of the codes that are returned, only the ones with (E2) in the title can be used in a query.

Code lookup results

Title	Fund Type
Unrestricted Funds (E1)	10
General Fund (E2)	11
Overhead Receipts (E2)	12
Budgeted Institutional Trusts (E2)	13

- Click on the Fund Type desired to take the code back to the Query menu or user can click Exit without Value

2. If a Query does not return any results, review the field values selected to make sure that any unwanted values are not included from a previous query.

3. In the View Document Query, if the document number is unknown, user can click the Document Number button to lookup. The wildcard % can be used in the Document Number lookup.

* - at least one of these fields required.

Journal Voucher Code Lookup		
Document Number*	J06%	
User ID*	HBMCLEND	
Activity Date*	All	All
Transaction Date*	All	All
Approved	All	
Completed	All	
Status	Pending	

APPENDIX A

Example for using Grant Code and Fund Code

Dr. M needs to review the budget for his NSF grant. The **Grant Code** is 551239. This is the same number as was his previous reference for the FRS system. The **Fund** number is 501239.

To review the budget, Dr. M or his assistant has two options:

Option 1 – Finance Self-service, allows defining the columns desired and time period desired, and retrieves information by using the **Grant Code**.

Report Parameters

Grant Inception to Date Report			
By Account			
Period Ending Nov 30, 2005			
As of Nov 15, 2005			
Chart	1 UNC Charlotte	Commitment Type	All
Fund	All	Program	All
Organization	All	Activity	All
Account	All	Location	All
Grant	551239 CRI: Field Programmable Gate Array		

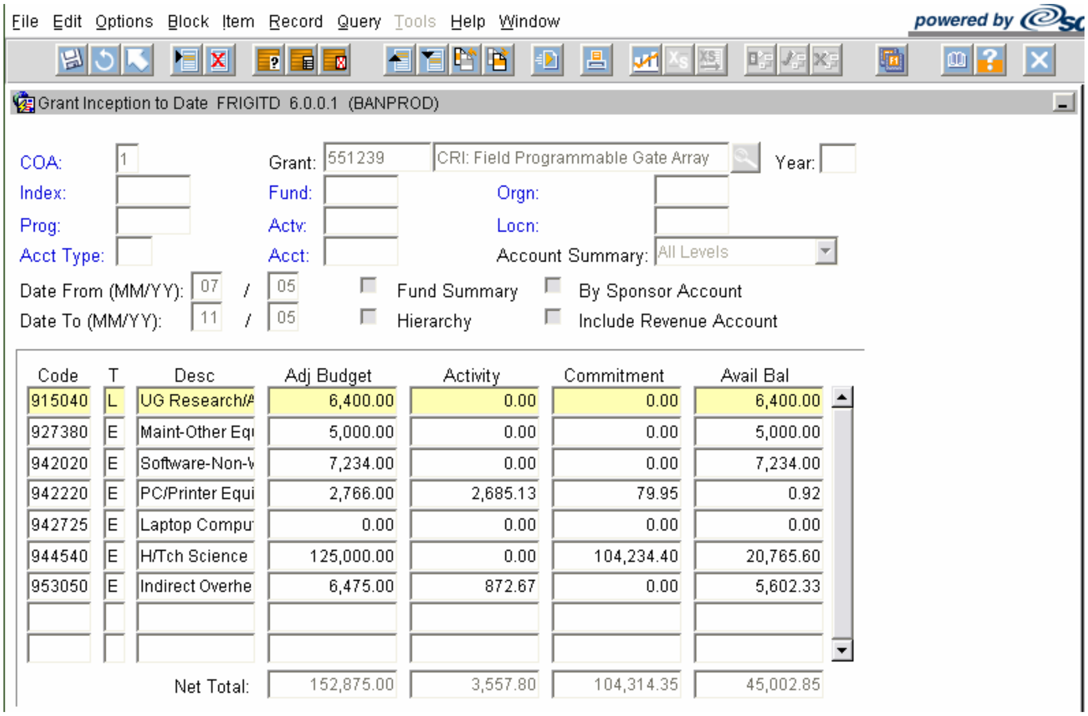
Query Results

Account	Account Title	GY05/PD05 Adjusted Budget	GY05/PD05 Year to Date	GY05/PD05 Encumbrances	GY05/PD05 Available Balance
915040	UG Research/Admin Assistant	6,400.00	0.00	0.00	6,400.00
927380	Maint-Other Equipment	5,000.00	0.00	0.00	5,000.00
942020	Software-Non-WAN DP Non-Cap	7,234.00	0.00	0.00	7,234.00
942220	PC/Printer Equipment Non-Cap	2,766.00	2,685.13	79.95	0.92
942725	Laptop Computer Cap	0.00	0.00	0.00	0.00
944540	H/Tch Science Lab Equip Cap	125,000.00	0.00	104,234.40	20,765.60
953050	Indirect Overhead Costs	6,475.00	872.67	0.00	5,602.33
Report Total (of all records)		152,875.00	3,557.80	104,314.35	45,002.85

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

Option 2- Go into BANBROD, go to FRIGITD and enter **Grant Code and Orgn Code**.



File Edit Options Block Item Record Query Tools Help Window

Grant Inception to Date FRIGITD 6.0.0.1 (BANPROD)

COA: 1 Grant: 551239 CRI: Field Programmable Gate Array Year:

Index: Fund: Orgn:

Prog: Actv: Locn:

Acct Type: Acct: Account Summary: All Levels

Date From (MM/YY): 07 / 05 Fund Summary By Sponsor Account

Date To (MM/YY): 11 / 05 Hierarchy Include Revenue Account

Code	T	Desc	Adj Budget	Activity	Commitment	Avail Bal
915040	L	UG Research/A	6,400.00	0.00	0.00	6,400.00
927380	E	Maint-Other Equ	5,000.00	0.00	0.00	5,000.00
942020	E	Software-Non-V	7,234.00	0.00	0.00	7,234.00
942220	E	PC/Printer Equi	2,766.00	2,685.13	79.95	0.92
942725	E	Laptop Compu	0.00	0.00	0.00	0.00
944540	E	H/Tch Science	125,000.00	0.00	104,234.40	20,765.60
953050	E	Indirect Overhe	6,475.00	872.67	0.00	5,602.33
		Net Total:	152,875.00	3,557.80	104,314.35	45,002.85

After reviewing his budget Dr. M decides to purchase something that he has budgeted. The new **Index/Fund** number must be used on the Direct Pay Request or on the Requisition.

Dr. M also needs to process a PD-7 to pay a Research Assistant. Since payroll still uses validation from the FRS system, the **FRS account number, as well as the FRS object code** must be used. This is the same number as the Grant Code. *In January, when Banner HR goes live, the code used from that date forward will be the **Index/Fund** number just like all other transactions.*

Form PD-7
(April, 1997)

Superseding Previous PD-7 Dated

UNC CHARLOTTE ACADEMIC PERSONNEL ACTION

Date Submitted

(1) Last Name **Doe** First Name **John** Middle

Social Security # Department 9 Mos. ☐ 12 Mos. ☐

Status: Full Time ☐ Part Time ☐ Tenure ☐ 5 yrs. ☐ 4 yrs. ☐ 3yrs. ☐ 2 yrs. ☐ 1 yr. ☐

Other - Explain:

(2) APPOINTMENT ☑ REAPPOINTMENT ☐ CHANGE ☐

Rank or Title Position#

Contract Dates: From To

Effective Payroll Dates: Remove from Payroll

Annual Salary Amount	**$6,400.00**	Account #	**551239-1110**
Stipend Amount			
Total Annual Salary	**$6,400.00**		

Comments

Name Change

Note: Name cannot be changed without a copy of the Social Security Card attached.

(3) PART-TIME APPOINTMENT ☐ REAPPOINTMENT ☐

Account # Salary

Rank or Position Position #

Contract Dates: From To

Effective Payroll Dates: Remove from Payroll

(4) SPECIAL PAYMENT Position #

Dates of Service: From To

Payment Dates(s)

Note: If payment date is not indicated payment will be received on next pay period.