



Employer WM <input type="radio"/> VM <input type="radio"/>	Banner ID	Date				
	Last Name	First Name	Middle			
<b>Action Requested</b>						
Select Type of Action  Select One	Leave Options  Select One	Percent of Pay	Effective Date	End Date		
<b>Assignment Information</b>						
Position Number	Role Title/Internal Title	Department	Location	Time Sheet Org #		
Supervisor's Name	Supervisor's Position #	Time Sheet Approver's Name	TimeSheet Appr's Pos #			
Employee Class  Select One	Employment Status  Select One	Salary	Job FTE			
Part time or full time status  Select One	If part time # of hours per week	Term of Contract  Select One				
<b>Additional Information</b>						
Comments or explanation for payment.						
<b>Instructional Faculty Information</b>						
Faculty Rank  Choose One	Tenure Status  Select One	Tenure Year				
<b>Separation Information</b>						
Last Day of Work	Separation Reason					
<b>Labor Distribution</b>						
Index	Account	Activity	PMIS Prg/SubPrg	PMIS Fund	Percentage	Amount
<b>Approvals</b>			<b>Funding Approvals based on Source of Funds</b>			
1. Supervisor/PI			Date	5. Sponsored Programs		Date
2. Department Head			Date	6. Investment Administration		Date
3. Dean/Vice President			Date	7. Finance/Budget		Date
4. Provost/Senior VP for Finance & Administration			Date			
Compensation			19	Banner		