

PAYROLL / PERSONNEL
PAYROLL MAINTENANCE WORKSHEET - 1
 UPAY640A (R07/10) R1931



EMPLOYEE NO.										DATE PREPARED								
4										12	13	M	M	D	D	Y	Y	18

1-2	GEN. NO.				EMPLOYEE ACTIONS						
A1	19				22	23	24	25	26	27	28

1-2	MERIT %		SAL. REV DATE		REV. TYPE		ACT/STAT		L.O.A. BEGIN		L.O.A. RETURN		L.O.A. TYPE		LAST DAY ON PAY		SEPARATION DATE		REASON		DEST																						
A2	20		25	M	M	28	Y	Y	60	61	39	M	M	D	D	44	Y	Y	45	M	M	D	D	50	Y	Y	51	52	M	M	D	D	59	M	M	D	D	35	Y	Y	36	37	38

1-2	STU. STATUS		HOME DEPT.		HIRE DATE		BIRTH DATE		RTMT		FICA	ERC	ERU		VISA END DATE		UNITS		1-2	ETH	VET	DIS	DIS	WCE	REC SEP VET DATE		AFSM	HISP	AMER	ASIAN	AFR	NAT	WHT																	
B1	19	20	25	26	M	M	D	D	31	32	M	M	D	D	37	38	Y	Y	41	42	45	46	47	48	M	M	D	D	53	55	57	ED	19	20	21	22	23	24	M	M	Y	Y	27	28	29	30	31	32	33	34

APPT NO.	1-2	APPT. ACTIONS				A/D/C	PERS	APPT	ACADEMIC	BASIS	PAIDOVER	35	BEGIN DATE		40		41		END DATE		46		EMPL	TITLE	GRADE	% FULL		F/V	ANNUAL/HOURLY RATE		RATE	PAY		TIME	LV	APPT. DEPT.	
24	25	31	32	33	34	21	22	23	27	28	29	30	40	41	42	43	44	45	46	47	48	49	52	53	54	58	60	61	62	69	70	71	72	73	74	75	80

DIST NO.	1-2	DIST. ACTIONS		A/D/C	LOC	ACCT. NO.		COST CTR.		FUND NO.		PROJECT		SUB											
22	23	24	25	26	27	74	79	80	83	84	88	89	94	95											
FTE		DIST. %		PAYMT. BEG. DATE	PAYMT. END DATE		STEP	O/A	PAY PERIOD RATE/AMT.		DESC. SERV.	PERQ. TYPE	DUC	WSP											
42	44	45	49	50	M	M	D	D	55	56	M	M	D	D	61	37	40	62	68	69	71	28	30	31	32

DIST NO.	1-2	DIST. ACTIONS		A/D/C	LOC	ACCT. NO.		COST CTR.		FUND NO.		PROJECT		SUB											
22	23	24	25	26	27	74	79	80	83	84	88	89	94	95											
FTE		DIST. %		PAYMT. BEG. DATE	PAYMT. END DATE		STEP	O/A	PAY PERIOD RATE/AMT.		DESC. SERV.	PERQ. TYPE	DUC	WSP											
42	44	45	49	50	M	M	D	D	55	56	M	M	D	D	61	37	40	62	68	69	71	28	30	31	32

1-2	LIFE PLAN	SALARY		COV. EFF. DATE		A D & D	PRIN. SUM.	COV. EFF. DATE		DEP. LIFE	COV. EFF. DATE		MED CONT	1-2	SOCIAL SECURITY NUMBER				MAR	MAR	STATE	STATE	FED. EXEMPT	
IE	19	21	23	24	M	M	31	34	M	M	D	D	40	W4	19	27	28	29	30	32	33	35	36	38

1-2	ELEM NO.		DATA		ELEM NO.		DATA		ELEM NO.		DATA	
X1	19	23	24	30	31	35	36	42	43	47	48	54

1-2	ELEM NO.		DATA	
X1	19	23	24	53

1-2	ELEM NO.		DATA	
X2	19	23	24	53

1-2	PRIM. PLAN	COV. EFF. DATE						
HE	19	20	24	M	M	D	D	29

1-2	SUPP DIS SAL		WAIT PERIOD	COV. EFF. DATE						
DE	19	23	24	26	27	M	M	D	D	32

1-2	SOCIAL SECURITY NUMBER		FED EXEMPT	STATE EXEMPT		
WE	19	27	28	30	31	33

1-2	ELEM NO.	BAL TYPE	DATA	
X3	19	22	23	30