

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



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

1-2	A1	19	GEN. NO.	22	EMPLOYEE ACTIONS	23	24	25	26	27	28
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1-2	A2	20	MERIT %	25	SAL. REV DATE	28	REV. TYPE	29	ACT/STAT	60	61	39	L.O.A. BEGIN	44	45	L.O.A. RETURN	50	L.O.A. TYPE	51	52	54	LAST DAY ON PAY	59	30	SEPARATION DATE	35	REASON	36	37	DEST	38
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1-2	B1	STU. STATUS	19	20	HOME DEPT.	25	26	HIRE DATE	31	32	BIRTH DATE	37	RTMT	41	FICA	42	ERC	45	ERU	46	47	48	VISA END DATE	53	55	UNITS	57	1-2	ED	19	ETH	20	VET STAT	21	DIS VET	22	WCE	23	24	REC SEP VET DATE	27	AFSM CD	28	HISP	29	AMER IND	30	ASIAN	31	AFR AMER	32	NAT HAW	33	WHT	34
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APPT NO.	1-2	24	25	31	32	33	34	A/D/C	21	PERS PROG	22	APPT TYPE	23	ACADEMIC BASIS	27	PAID OVER	29	30	35	BEGIN DATE	40	41	END DATE	46	47	49	EMPL DUR.	47	49	TITLE CODE	52	53	54	GRADE	58	59	60	% FULL TIME	61	62	F/V	ANNUAL/HOURLY RATE	69	70	RATE CODE	71	72	PAY SCHED.	73	74	TIME RPTG	75	LV ACCR	76	77	APPT. DEPT.	80
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DIST NO.	1-2	22	23	24	25	26	27	A/D/C	21	73	74	ACCT. NO.	79	80	83	84	FUND NO.	88	89	94	95	PROJECT	42	44	45	DIST. %	49	50	55	PAYMT. BEG. DATE	56	61	PAYMT. END DATE	37	40	O/A	41	62	PAY PERIOD RATE/AMT.	68	69	71	DESC. SERV.	28	30	PERQ. TYPE	31	32	DUC	WSP
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DIST NO.	1-2	22	23	24	25	26	27	A/D/C	21	73	74	ACCT. NO.	79	80	83	84	FUND NO.	88	89	94	95	PROJECT	42	44	45	DIST. %	49	50	55	PAYMT. BEG. DATE	56	61	PAYMT. END DATE	38	40	O/A	41	62	PAY PERIOD RATE/AMT.	68	69	71	DESC. SERV.	28	30	PERQ. TYPE	31	32	DUC	WSP
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1-2	IE	LIFE PLAN	19	21	SALARY	23	24	COV. EFF. DATE	29	A D & D COV	30	31	PRIN. SUM.	33	34	COV. EFF. DATE	39	67	68	69	70	71	72	73	COV. EFF. DATE	40	42	MED CONT BASE	1-2	W4	19	SOCIAL SECURITY NUMBER	27	MAR STAT (FED)	28	MAR STAT (ST)	29	30	STATE EXEMPT	32	33	STATE ITEMIZED	35	36	FED. EXEMPT TOTAL	38
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1-2	X1	19	ELEM NO.	23	24	DATA	30	31	ELEM NO.	35	36	DATA	42	43	ELEM NO.	47	48	DATA	54
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1-2	X1	19	ELEM NO.	23	24	DATA	30	31	ELEM NO.	35	36	DATA	42	43	ELEM NO.	47	48	DATA	54
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1-2	X2	19	ELEM NO.	23	24	DATA	30	31	ELEM NO.	35	36	DATA	42	43	ELEM NO.	47	48	DATA	53
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1-2	HE	19	PRIM. PLAN	20	24	COV. EFF. DATE	29
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1-2	DE	19	SUPP DIS SAL	23	24	WAIT PERIOD	26	27	COV. EFF. DATE	32
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1-2	WE	19	SOCIAL SECURITY NUMBER	27	28	FED EXEMPT	30	31	STATE EXEMPT	33
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1-2	X3	19	ELEM NO.	22	23	BAL TYPE	24	25	DATA	30
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