

PAYROLL DATA FORM FOR CONTRACTED EMPLOYEES

University of Northern Colorado

Bear#: - -	Position #:	Suffix:
LastName:	FirstName:	Middle I:
Address:	City:	State: Zip:
Phone #:	Date of Birth: / /	

Employee Type: Tenure/TT/Faculty: __	Term or PT:	Exempt:	MARK the	TERM :	Fall:	Spring:	AY:	FY:	Summer:
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Enter exempt start date, summer session begin and end dates, or dates that aren't normal session dates.	PAYROLL USE
Start: / / End : / / <i>Permanent hires have no end dates.</i>	START DATE:
	DEFAULT EARN
	END DATE:

FOAP Chg. only:	Teaching overload for 1 FTE Person__ Per cr. hr. overload amt
Enter gross salary amt when assignment is less than FULL TIME: _____	FULL YEAR BASE SALARY regardless of hired FTE: _____

Fund	Org	Acct	Prog	Actvty	FOAP % split	%	
Fund	Org	Acct	Prog	Actvty		%	TOTAL FTE: _____
Fund	Org	Acct	Prog	Actvty		%	
Fund	Org	Acct	Prog	Actvty		%	
Fund	Org	Acct	Prog	Actvty		%	

Give detail of contract , List assignment, or reason for termination

THIS AREA ONLY: REDUCE OR INCREASE EXISTING FULL TIME CONTRACT OR TERMINATE PAY			
Change Contract: _Reduce _Increase Eff : __/__/__	Gross Sal was:	Old FTE:	Terminate Contract
	New gross Sal:	New FTE:	Eff Date: __/__/__

HR USE:	PAYROLL USE:					
PEAEMPL E Class	Appmnt%	DEFP retro Amt:	Retro Salary Amt:	Payroll E Class	FACTR:	Monthly Salary
		MN	MN			

Submitting Dept.	Originator Name:	Phone #:
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Employee Signature	Date
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Hiring Authority	Date
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Authorized Signature for FOAPAL	Date
_____ Business Mgr or Authorized Reviewer	_____ SPARC(if req) _____ HR _____ Payroll entered