

University of Richmond

Personnel Action Form

Faculty

Form to be used for adding faculty into Banner

UR ID

Last

First

Hire Date

The day Faculty
are due on Campus

Preferred First Name

Complete Only if New to UR (used to determine retirement eligibility)

List employment during the last 12 months and indicate if it was FT/PT

Information from Dean's Office

Office Building

Office Phone

Payroll Contract Information

Position Number

Suffix

Position Title

Contract Salary

Contracted Pays

Elected to be paid
Over 12 Months

Contract Monthly Salary

Monthly Pay

Payroll Begin Date

Enter the first day of the month
August 1 for the fall or academic year
January 1 for the spring

Payroll End Date

Enter the last day of the month
May 31 for 10 pay academic year
July 31 for 12 pay academic year
December 31 for fall term

Fund	Org	Labor Cost Center Acct	Index	%

Comments

Approvals

Preparer

Date

Approver

Date

Provost

Date

HR/Payroll

First Pay Period

Retirement Eligibility Date

HR Representative completing the data entry

Date

send copy to budgeting

03/21/2012 cloyd