

# Payroll Assignment Form

Please keep in mind that all assignments for RA, IA & RA/TE are 4 1/2 months. Fall assignment effective dates are 9/1-1/15 & Spring Assignments are from 1/16-5/31.  
Position funding must cover the entire period or the termination box should be checked in the payroll change section with the last day worked indicated.

This form must be completed by the hiring supervisor and submitted to the DBA  
(as appropriate) in order to hire an employee or change an existing assignment.

Employee Name:

EmpID:

Today's Date:

Check one:

Undergraduate

Graduate

PostDoc

Other

## Requested Action:

New Hire

(No Prior UH Employment)

Complete Position Information Section

Rehire/Transfer

(Current or Former UH Employee)

Complete Position Information Section

Payroll Change

(Changes to existing assignments)

Complete Payroll Change Section

## Position Information:

(for Dept use)

Start Date	End Date	Salary (indicate monthly or hourly)	FTE	Speed Type	Budget %	Position Title	Benefits	Salary @1.0 FTE	PCN
		Month/hour					Eligible No-Eligible Insurance		
		Month/hour					Eligible No-Eligible Insurance		

## Payroll Change (Complete this section for changes to an existing payroll assignment)

Job Title

Position Number

Termination\* Benefits eligible employee must complete Termination Clearance with DBA.

Last date of work:

Reason for termination:

Budget Change: Effective Date

From Speed Type: To Speed Type:

FTE Change: Effective Date:

From % To %

Pay Rate Change: Effective Date

Current Rate \$ mo/hr New Pay Rate \$ mo/hr

Reallocation: Dates:

From Speed Type: To Speed Type:

Other (specify):

## SIGNATURES:

Supervisor/Hiring Authority:

Date:

\_\_\_\_\_  
Signatures