University of California, Merced
ACADEMIC PAYROLL WORKSHEET

AY

EMPLOYEE AND SCHOOL INFORMATION

EMPLOYEE ID   NAME (LAST, FIRST MIDDLE)   UNIT

CURRENT SPECIALTY   PERSONAL EMAIL *AND* UC MERCED EMAIL

DEGREE   SPECIALTY   INSTITUTION   YEAR

INTERCAMPUS TRANSFER (BLANK IF N/A)   CURRENT APPT PAYROLL TITLE (BLANK IF N/A)

ACTION AND APPOINTMENT INFORMATION

ACTION(S)

☐ New Hire _____	☐ Change in Series	☐ Step Increase
☐ Rehire _____	☐ Promotion	☐ Reappointment
☐ Separation _____	☐ Additional Employment	☐ Fund Change

BAS   PD OVR   APPT BEGIN   APPT END   ANN SALARY   HRLY/MNTLY RT

TC   TITLE   STEP   % TIME

FAU	DIST %	BEGIN DATE	END DATE

FUNDING APPROVAL   APPOINTMENT APPROVAL   NEXT REVIEW DATE   REVIEW TYPE

PREPARER

COMMENTS

NAME   DATE

PAYROLL USE ONLY

ENTRY   DATE   PAN REVIEW   DATE   LEAVE CODE

UCM-AP 912 (08.01.15)