

# PERSONNEL DATA RECORD

INSTRUCTIONS-SEE REVERSE SIDE

A1	SOCIAL SECURITY #	APPT.	EFFECTIVE DATE	PA2	PA3
	000-00-0000	01	09/17/XX	11	
	MO.	DAY	YR.		
	06	19	XX		

PERSONNEL ACTIONS: Check any of the following which apply

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> 02 REAPPOINTMENT                               | <input type="checkbox"/> 05 PROMOTION                             | <input type="checkbox"/> 08 SALARY CHANGE                                 | <input type="checkbox"/> 11 CHANGE IN TITLE        |
| <input type="checkbox"/> 03 LEAVE OF ABSENCE (complete Section F below) | <input type="checkbox"/> 06 CHANGE IN DISTRIBUTION                | <input type="checkbox"/> 09 CHANGE IN TERMS OF APP'T (AY to CY, CY to AY) | <input type="checkbox"/> 12 TRANSFER               |
| <input type="checkbox"/> 04 RETURN FROM LEAVE OF ABSENCE                | <input type="checkbox"/> 07 SEPARATION (complete Section G below) | LAST DAY OF WORK / /  | <input type="checkbox"/> 13 JOB RECLASSIFICATION   |
|   |   |   | <input checked="" type="checkbox"/> 14 DATA CHANGE |

B1	LAST NAME (FOLLOWED BY COMMA) THEN FIRST (FOLLOWED BY SPACE) THEN MIDDLE INITIAL	SUFFIX JR. (ETC.)	LOCATION CODE	CAMPUS	COLLEGE/DIVISION	DEPARTMENT
	POST, LINDA		01-02-059	COLLEGE AV	ADMINISTRATION	UNIVERSITY POLICE
	<i>POST-WASHINGTON, LINDA</i>					

C1	SALARIED APPOINTMENT													
	JOB TITLE	JOB CLASS	PAY CD	RANGE	STEP	ANNUAL SALARY	FULL/PART TIME %	ANNUAL HOME MAINTENANCE	ANNUAL HOUSE AND/OR MEALS	ANNUAL COUNTY PAYMENT	ANNUAL RENT	APPT. ENDING DATE	ANNU CODE	
	SECURITY OFFR/PRKNG ENFORCEMNT	10205	1	11	08	29,485	100.00					99/99/99	2	
												MO.	DAY	YR.

C7	REPORTING RELATIONSHIP CODE	DEPT. AFFILIATION	PTL CREDITS	E2	METH ENTRY	DATE OF ENTRY INTO CURRENT JOB CLASS	STU STAT	DATE OF TENURE	LOA CODE	SEP CODE	DATE LAST INCREASE	SD
	D20300009				0	09/17/XX						09/17/XX
					MO.	DAY	YR.	MO.	DAY	YR.		

C4	ACCOUNT NO. (1)	POSITION	S	AMOUNT CHARGED	ACCOUNT NO. (2)	POSITION	S	AMOUNT CHARGED	ACCOUNT NO. (3)	POSITION	S	AMOUNT CHARGED
	37-1013	505		29,485								
C5	ACCOUNT NO. (4)	POSITION	S	AMOUNT CHARGED	ACCOUNT NO. (5)	POSITION	S	AMOUNT CHARGED	ACCOUNT NO. (6)	POSITION	S	AMOUNT CHARGED

E1	PAYROLL/PERSONNEL USE ONLY																							
	EMP STA	EMP TYPE	BIRTH DATE	CIT	SEX	RACE	FED ALLOW	STATE ALLOW	MRY TAX	ADDITIONAL FEDERAL TAX	FICA	NJ PA	SUI	NJSH D	HEALTH ENROLL DATE	RTR MT	RETIRE ENROLL DATE	FED LIFE	FED OPT	THU MRT	ED LVL	HIGHEST DEGREE	APPOINTMENT BEGIN DATE	
	A	1	66/66/66	1	F	3	02	02	S		1	0	1	19 01	02/02/XX	1	09/01/XX							12/02/XX
			MO.	DAY	YR.									P	P									

COMMENTS  
*Name change - w/4 and copy of Social Security card attached.*

F1	LEAVE OF ABSENCE - Check one below	G1	SEPARATION - Check one below
	<input type="checkbox"/> 1 FASP <input type="checkbox"/> 2 MILITARY <input type="checkbox"/> 4 PERSONAL <input type="checkbox"/> 5 ILLNESS/DISABILITY <input type="checkbox"/> 6 OTHER(ACADEMIC)		<input type="checkbox"/> 7 WORKERS COMP. <input type="checkbox"/> 8 LAYOFF W/RECALL RIGHTS <input type="checkbox"/> 9 FAMILY LEAVE ACT
	EXPECTED DATE OF RETURN		NUMBER OF VACATION DAYS DUE
			RECORD IN FULL AND TENTHS OF A DAY

PREPARED BY (PLEASE PRINT) EXT. NO. DATE PREPARED  
*Rhonda Blake 4711 7/7/XX*

AUTHORIZATION  
*Emma Patterson 7/7/XX*

AUTHORIZATION / /

PAYROLL/PERSONNEL AUTHORIZATION / /

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Example 25

**PERSONNEL DATA RECORD (PDR)**  
**Enter Changes in Red Ink**

A PDR is a turn around document that is generated after a Payroll Authorization Form (PAF) is processed initiating an appointment. The PDR is then used to effect changes to the employee's record. (Please refer to your Payroll Manual for detailed instructions and examples.) **Be sure to retain a photocopy of all PDRs submitted.** Changes in data on the turn around PDR are underlined and should be verified for accuracy.

PERSONNEL ACTION CODES (A1 Line)

**02 REAPPOINTMENT**

- Effective Date must be the day following the previous appointment ending date. If reappointment is not immediate, use a PAF.

**03 LEAVE OF ABSENCE - Must also complete F1 section**

- Effective Date is the first day of absence.
- Leave with salary must have the salary entered on the C1 and C4 line.
- FASP = Faculty Academic Study Program

**04 RETURN FROM LEAVE OF ABSENCE**

- Effective Date is the first day back at work.
- Annual salary must be entered on the C1 and C4 line.

**05 PROMOTION - To assign an employee a job title with a higher range. Requires Personnel Services approval.**

**06 CHANGE IN DISTRIBUTION - To assign an employee's salary to a different account.**

- Effective Date is the date the new account number or position number will be charged.
- Enter new account and/or position number and amounts charged on the C4 line.
- Annual salary must be entered on the C1 line. The sum of the distribution(s) must equal the annual salary on the C1 line.

**07 SEPARATION - To discontinue all of an employee's employment relationships with the University.**

- Notify Payroll Services (ext. 5-2113) immediately upon the separation of salaried employees (Types 1, 6 and 7, and also Type 9 Fellowships). This will prevent an overpayment.
- Effective Date is the last day worked.
- In the G1 block, check the reason for separation. For Type 1 staff employees, enter the number of vacation days due, if any. Enter in full days and tenths of a day; for example, if eleven and one half days, enter 11.5.
- Indicate the number of vacation days in the "Comments" box - i.e. unused vacation plus vacation time accrued in the current fiscal year.
- The Absence Record Card must be signed and attached to the PDR for all staff separations of type 1 employees. If the Absence Record Card is not submitted, the employee will NOT be paid for vacation time.

**08 SALARY CHANGES - Any salary change whether it is an increase or a decrease.**

**09 CHANGE IN TERM OF APPOINTMENT - To change a staff employee's term of appointment from 10 to 12 months or from 12 to 10 months, or a faculty member's term of appointment from Academic Year (AY) to Calendar Year (CY) or CY to AY.**

**10 CHANGE IN FULL/PART TIME % - Type 1 only - To change an employee's percentage of Full/Part Time employment.**

**11 CHANGE IN TITLE - Title change without a change in salary.**

**12 TRANSFER - To change an employee's location (i.e. campus, college, division, etc.). A new Location Code must be entered.**

**13 JOB RECLASSIFICATION - To change an employee's job classification. Requires Personnel Services approval.**

**14 DATA CHANGE - To change any field on the PDR not covered by one of the above personnel actions (i.e. changes in appointment ending date, marital status, name, etc.).**

- Name change - requires a new W4 form.
- Change in benefits data - appropriate enrollment forms must be attached - eg. health, prescription drug application.
- Correction of information on E1 or E2 lines, do not enter data on these lines. Make a notation of the correct information in the "comments" box.
- Reporting Relationship Code C7 line
- Department Affiliation C7 line
- PTL Credits C7 line