|  |  |  |
| --- | --- | --- |
| **INFORMATION** | **ANSWER** | **COMMENTS** |
| What is the action being taken |  |  |
| Effective Date |  |  |
| Employee's Name |  |  |
| Middle Initial  |  |  |
| Employee’s Preferred Name |  |  |
| Mailing Address  |  |  |
|  |  |  |
| Legal Residence Address |  |  |
|  |  |  |
| Citizenship |  |  |
| Gender |  |  |
| Phone number |  |  |
| Personal email  |  |  |
| Office Location (with Room #) |  |  |
| Arrangement: Onsite/ Hybrid/ Remote |  |  |
| Hinman Box |  |  |
| Org |  |  |
| Title |  |  |
| Position Number |  |  |
| Supervisor |  |  |
| Person Approving PA |  |  |
| Hourly Rate/Annual Salary |  |  |
| Hours Worked per Week |  |  |
| Months Worked per Year |  |  |
| Chart String |  |  |
| iExpense Default Chart String |  |  |
| Timekeeping Location |  |  |
| **Please fill out this section for terminations** |
| Forwarding Address |  |  |
|  |  |  |
| Reason for Termination |  |  |
| Last Day of Work |  |  |
| Unused Vacation Days (exempt)Do not include accrued days |  |  |

Kronos Reporting for Non-Exempt, Union, Non-Union Service, and Temporary Employees (only if a report is needed):

|  |  |  |
| --- | --- | --- |
| **QUESTION** | **ANSWER** | **COMMENTS** |
| Is a new report needed? |  |  |
| Should the employee be added to an existing report? |  | Please list Query name from the top left of the report. |
| Who should the report be sent to? |  |  |

If you wish to make changes to an existing report please either send an e-mail or submit a general request form to your Finance Center.