Personnel Transaction Report (PTR)

1. New hires need to complete this portion of their personal information.
2. The effective date is the date the individual can start working.
   a. The account number is to which project the employee’s salary and wages will be charged.
   b. Action type determines the purpose of this form (i.e. to hire a new employee).
3. Employee classification.
   a. Will this person be working 40 hours a week? 30 hours a week? Or a student at 20 hours a week?
   b. Based on guidance from HR during job description review will this person be salaried or hourly?
4. Pay Rate – indicate the rate of pay for this employee.
5. Promotion change, work location and position.
   a. Is this person receiving a promotion or reclassification?
   b. Will the individual work on or off campus?
   c. Will this person have supervisory authority, work with children, etc?
6. Complete the department contact information.
7. Complete this portion if the person is leaving the job.
8. Signatures needed from the employee and supervisor; if approved the Sponsored Programs Administrator will sign.