

**PERSONNEL DATA ENTRY (PDE)**

LAST REVISED 03/01/08

EMPL ID:   
EFFECTIVE DATE:

**BIOGRAPHICAL DETAILS**

PREFIX:   
FIRST:   
MIDDLE:   
LAST:   
SUFFIX:

ACTION:   
REASON:

**JOB INFORMATION**

POSITION NUMBER:  N/A for Students  
DEPARTMENT:   
JOB CODE:

**EARNINGS DISTRIBUTION**

EARNINGS DISTRIBUTION TYPE:

ACCOUNT	FUND	DEPT	PROGRAM	CLASS	PROJECT/GRANT	AMOUNT OR PERCENT	
<b>TOTAL</b>							

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_