

Instructions for Completing PER 17

Social Security Number and Name must be completed

Transfer Effective Date is the begin date for work performed on the new account or, in the case of an appointment, the first day worked.

Transfer End Date is the final date for work performed on the new account or, in the case of a termination, the last day worked.

NOTE: The dates of the PER 17 must cover the entire period of the form it replaces. If the change is for a shorter period of time, two forms should be completed. There cannot be a break in service.

Nature of Action must be completed. Check all that apply.

For a Graduate Assistant or Fellow, the current and proposed account, object code and annual rate must be completed. Do not enter the amount to be transferred. The transfer amount will be calculated using the information provided on the PER 17.

The Extra Earnings section should be completed only in cases where the department does not have access to the Add Comp system. Departments should request access to the Add Comp system through HRM.

For a Student or Transient, the current and proposed account, object code and hourly rate must be completed. Do not enter the amount to be transferred. The transfer amount will be calculated using the information provided on the PER 17.

A justification for retroactive transactions on sponsored agreements must be provided. The PER 17 will be returned to the department if this section is not completed.

All necessary approvals must be obtained before routing the PER 17 to Payroll. For GAs and Fellows, Grad School approval is necessary. HRM must approve the PER17 for Transients. Payroll will route to Sponsored Program Accounting for approval on sponsored agreements.