|  |  |  |
| --- | --- | --- |
| **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 |  |  |
| Is this a Post Doc Position? |  |  |
| 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 – Please submit a separate General Request eForm to your Finance Center for all new reports, changes to existing reports, or requests to end reports.