

PRF Instructions for Classified Hires

1. Job Change Reason (New Hire)
2. Identification
 - a. Name
 - b. UO ID
 - c. Position (B9####)
 - d. Suffix (00)
 - e. Department
 - f. Time Entry Org
 - g. E Class (CA, CD, or CE)
3. Job Detail
 - a. Effective Date (Hire Date)
 - b. Type (Primary or Secondary)
 - c. Annual Basis (9 or 12 months)
 - d. Title
 - e. Appt % (fte)
 - f. Job Location (if outside Eugene)
 - g. Hourly rate and/or Monthly Salary
4. Labor Distribution
 - a. Index (Department Indexes with 10301 for Account)
5. Unclassified – leave blank
6. GTF – leave blank
7. Tuition Code – leave blank
8. Classified
 - a. Type (Reg, Intermittent, Academic Year, Limited Duration)
 - b. Range (salary range)
 - c. Step
9. Grad School Use – leave blank
10. Employee Leave – leave blank
11. Employee Separation – leave blank
12. Department Contact – Information of person filling out PRF
13. Authorization – Signatures required by your department
 - a. Appt. Authority (Human Resources Signature)