

**Turnaround Document**  
(Instructions on back)

Soc. Sec. No.	
Name: Last, first, MI	
Transfer Eff Date	
Transfer End Date	

Nature of Action	
<input type="checkbox"/> Appointment	<input type="checkbox"/> Change in Rate of Pay
<input type="checkbox"/> Change in Source of Funds	<input type="checkbox"/> Extra Earnings
<input type="checkbox"/> Change in Percent Effort	<input type="checkbox"/> Termination

Check one: <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Fellow					Check one: <input type="checkbox"/> Student <input type="checkbox"/> Transient			
		Annual Rate					Hourly Rate	
	Account	Obj	Current	Proposed	Account	Current	Proposed	
Extra Earnings	Account	Obj	Hrly. Rate	Total Auth.				
Will timesheets be submitted?		108						
<input type="checkbox"/> Yes <input type="checkbox"/> No		108						

Pay basis (one)
<input type="checkbox"/> Academic Year
<input type="checkbox"/> Fiscal Year
<input type="checkbox"/> Summer Ses.

Justification (required for sponsored agreements)

**APPROVAL**

		Date
Department		
Dean or Other Authority		
Graduate School (for GA or Fellow)		
Student Aid (for students)		
Sponsored Program Accounting (for sponsored agreements)		

## **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.