STEP 1 Complete the Banner ID, Name, Home Org Code and Home Dept fields on the PITR.

STEP 2 Complete the Memo section with the following type of information: Adding Summer Job; provide actual service dates and any additional supporting information or instructions as needed. Be specific.

STEP 3 Complete the Job Information section

- **Position/suffix** = grad position number with suffix ‘SM’
- **Job Begin Date** =
  - If job driven by service dates, enter…
  - pay begin date (i.e. 5/16 or 6/16)

- **Job End Date** =
  - If job driven by service dates, enter…
  - If job driven by total amount to be paid, enter…

- **Job Title** = title of job for which service will be provided
- **Job Change Reason Code** = JB007
- **Job Change Reason Desc.** = Add Summer Job
- **Job Type** = Secondary
- **Job FTE** = FTE employee is providing service
- **Job Appt %** = 100
- **COA - Timesheet Org** = Organization paying for the job
- **Job E-Class** = appropriate grad e-class

STEP 4 Complete the Job Salary Information section
- **Assign Salary** = monthly amount to be paid
- **Pays** = # of months payment will be distributed (1, 2 or 3)

STEP 5 Route for approval(s) as appropriate

- **NOTE**: If not home unit, route documents for internal approval and then forward to home unit for approval prior to submission to UIS Grad PITR Processors.

STEP 6 UIS Grad PITR Processors (UIS). They review and complete Banner entry.