

Faculty and Staff Appointment Information Web Page Brief Guide University of Kansas Human Resources & Equal Opportunity

- Data are displayed from the Human Resources/Payroll (HR/Pay) system and are only available for faculty and staff on regular positions.
- Access is via the Kyou portal under the My Employee Info, View Paycheck and Other Compensation, View Appointment Information: <http://staff.ku.edu> or via <https://hrms.ku.edu> using your KU online ID.

Explanation of Data

- **Last Updated** - indicated in the top right hand corner, generally will be updated biweekly.
- **State Adjusted Service Date** – This date is adjusted for some leaves without pay and generally does not include any temporary service. This is the state adjusted service date used for state recognition and for university support staff (USS) leave accruals and longevity.
- **Budget Load Comments** - Loaded annually from University budget. Includes “budgeted” leave without pay, sabbaticals, and administrative supplements, etc.
- **Budget Load Pre and Post Admin Payments** – Loaded annually from University budget. Includes “budget” administrative payments for academic year faculty.
- **Supervisor** – If this is incorrect, please notify your departmental personnel representative who will notify HR/EO or you may send an email to hrdept@ku.edu.
- **Department Head** – This is the name of the director, chair or head of the department to which your position is assigned. If you feel this is in error, please notify your departmental personnel representative who will notify HR/EO or you may send an email to hrdept@ku.edu.
- **Special Conditions** – This will contain information if applicable, for those whose positions serve at the pleasure of an administrator, have limited term funding or have funding that is contingent upon availability. Not all special conditions have been noted in the HR/Pay system.
- Information listed by effective dates – Displays data for the past year, current year and future data that will have an affect on your compensation rate. Displays applicable pay rate changes due to merit, across the board, salary adjustment or other increases as well as any leaves and suspensions.
- **Projected Rate 12 Months** – uses the biweekly compensation rate or the hourly rate and projects an annual rate based on 12 months of employment.