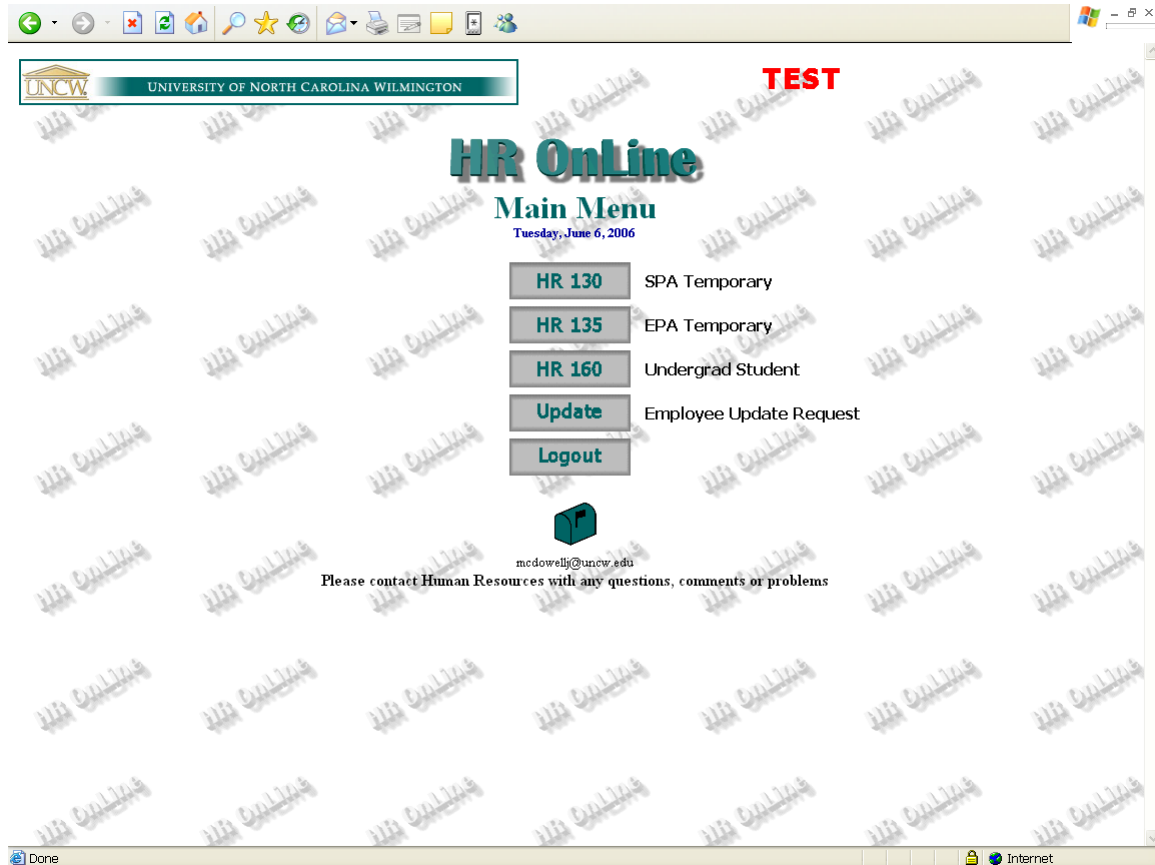


## Form History

An excellent resource!

- All forms are stored in the history file and can be viewed by HR. This includes forms that were deleted, rejected, or expired due to lack of approval.
- Form creators can access the history file for all forms in their own department.
- Career Services can view the history of all HR 1.60 student forms.

Remember that pay actions can be revised or canceled after an employee has been paid. Do not rely on the HROnline history file to determine an employee's actual pay.



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**TEST**

# HR Online

## Main Menu

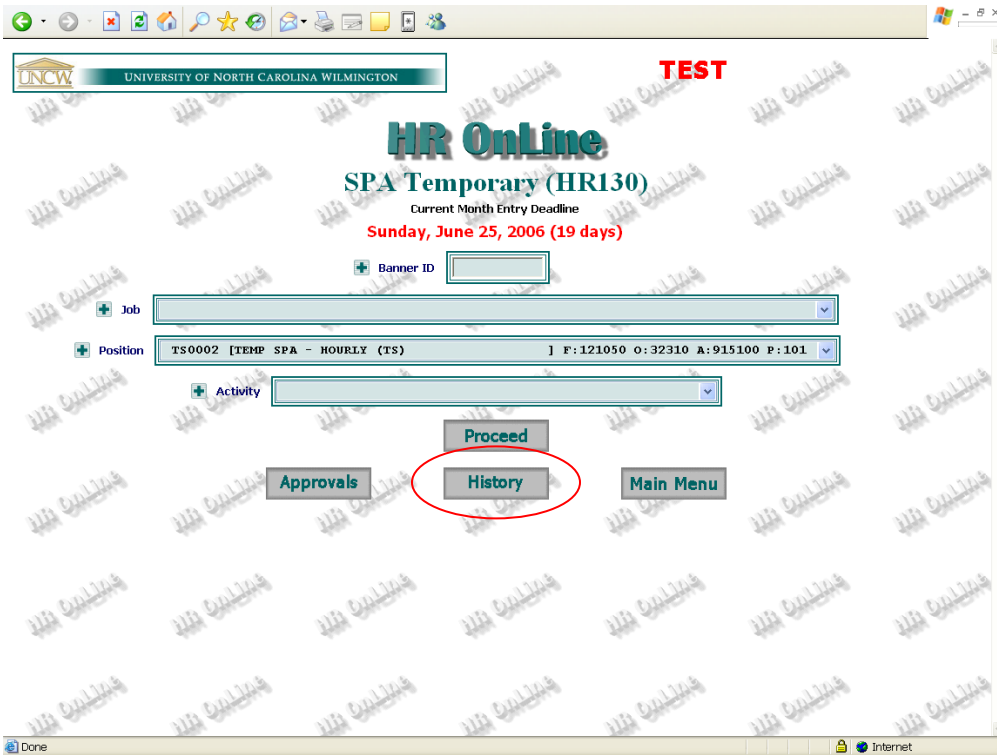
Tuesday, June 6, 2006

<b>HR 130</b>	SPA Temporary
<b>HR 135</b>	EPA Temporary
<b>HR 160</b>	Undergrad Student
<b>Update</b>	Employee Update Request
<b>Logout</b>	

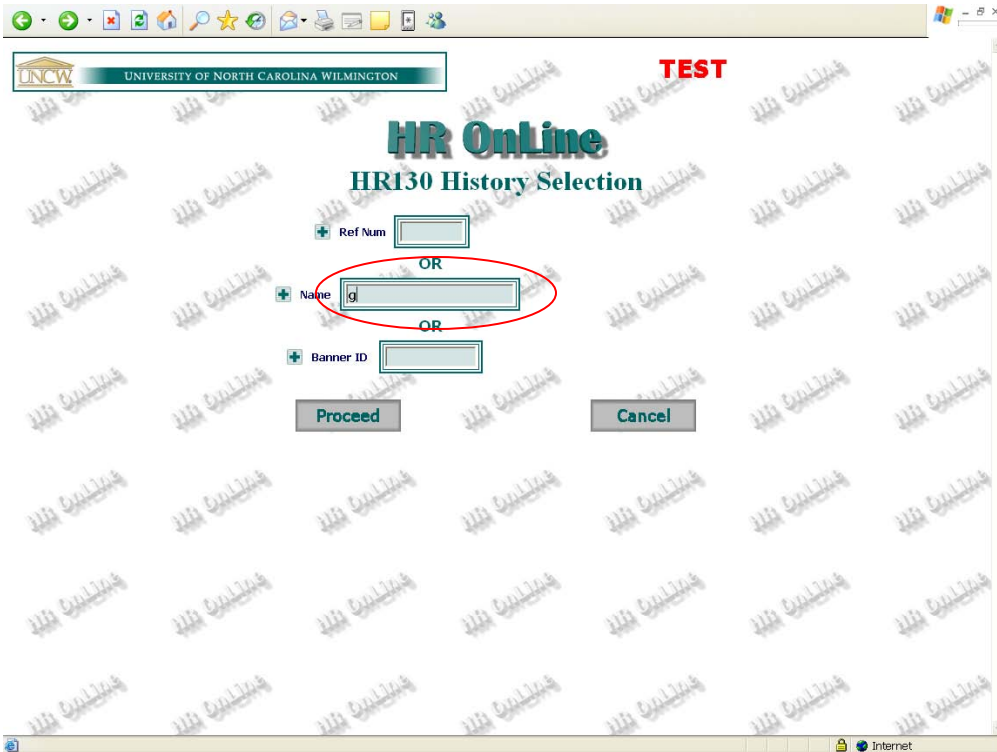
  
mcdowell@uncw.edu  
Please contact Human Resources with any questions, comments or problems

Done Internet

- Select the **form type**



•Select **History**



- Enter Reference Number or Name (or partial last name) or Banner ID
- Proceed

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**TEST**

# HR OnLine

## HR130 History Forms

Ref Num	Department	Sub Date	Payee	Type	Amount
D B00002	BIOLOGY AND MARINE B (32310)	06/06/2006	Gorena, Brenda S	HOURL	7.00

[New Search](#) [New Form](#) [Main Menu](#)

Done Internet

•Open pay action

**HR OnLine**  
**HR130 History Form**

Ref Num: B00002    Date: 06/06/2006    Time: 1:18:05 PM    Deadline: 06/25/2006  
 Creator: McDowell, JoAnn W (mcdowellj)    Dept: BIOLOGY AND MARINE BIOLOGY ADMIN (32310)  
 Payee: Gorena, Brenda S    ID: 850002622    Dates: 06/01/2006 to 07/31/2006  
 Type: HOUR    Orig Rate: 7.00    Override Rate:    Expected Hours per Week: 05  
 Purpose: DRIVER SHUTTLE (T120)    Appt: SEASONAL, PEAK PERIOD  
 Agn Dept: BIOLOGY AND MARINE BIOLOGY ADMIN (32310)    Supv:    Auth: mcdowellj  
 Fund: 121050-32310-915100-101    Pool: TS0002    Auth Ovr: caulkp  
 Fund Ovr:    Desc: TEMP SPA - HOURLY    Activity:    Activity Description:    Comment: EE ALSO WORKS IN HR - HOURS COORDINATED

Level 1: caulkp  
 Level 2: poseym, pabsta, russellc

**History Action**

D	FORM DELETED BY CREATOR	06/06/2006	1:18:13 PM	MCDOWELLJ
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[History](#)    [New Form](#)    [Main Menu](#)

This form was deleted by mcdowellj on June 6, 2006