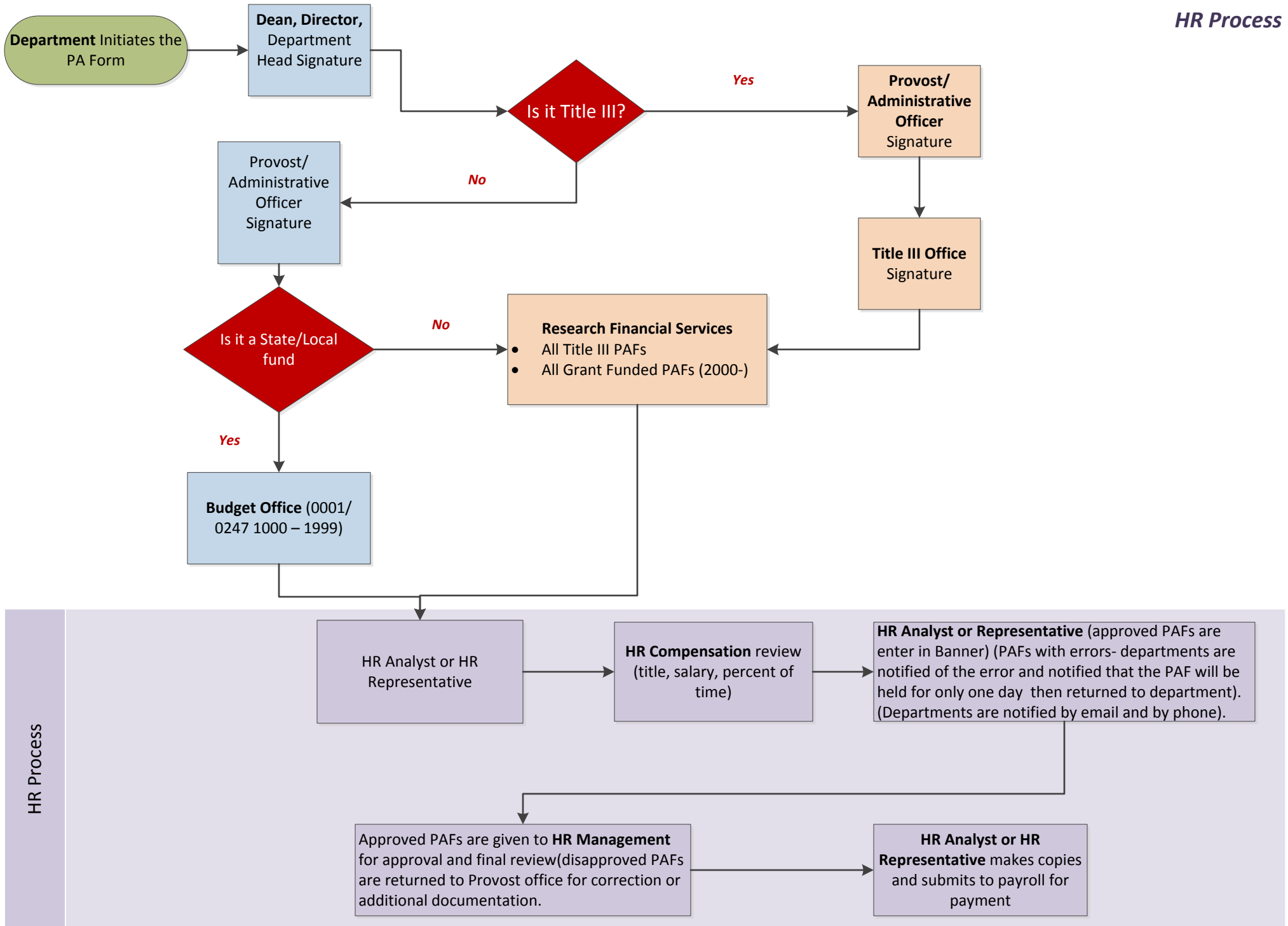


Life Cycle of Personnel Action Form (PAF)

HR Process





OFFICE OF HUMAN RESOURCES & PAYROLL SERVICES

QUICK REFERENCE GUIDE

- Undergraduate Students are paid on account 7014 only.
- Undergraduate Students are paid by the hour only.
- Undergraduate Students employment dates are September - May
- Title for students is always “Undergraduate Student”.
- Undergraduate, graduate assistants, graduate research, graduate teaching must remain at the same pay rate during the summer months, only exception would be a budget constrain.
- Foreign Students must be cleared through the International Office before hire.
- Foreign Students must change their (T) number to SSN through the International Office.
- Foreign Student and others can’t work without a SSN.
- Graduate Assistants are paid hourly.
- Graduate Research and Graduate Teaching are paid a flat rate monthly.
- A termination Personnel Action must be submitted 2 days after resignation letter is received or the decision that an employee will no longer be employed in your area, on all employees (staff, faculty, summer program staff, undergraduate, part-time, and graduate students). Failure to submit PAF will result in: overpayment, benefits, taxes and puts the university at risk for a financial loss.
- Personnel Action Forms must be typed.
- FTE is mandatory on all PAF (FTE is calculated by dividing the number of hours worked by 40). Banner is not designed for FTE that are (example 37.88%) it has to be rounded.
- Hours worked must match FTE (20 hrs. = 50%, 4 hrs. = 10%, 15 hrs. = 37%)
- Employees paid from two fund sources must show on each PAF.
- Supervisor, Web Supervisor(s) name and phone number are mandatory on PAF.
- ID (T) number should be on all PAF.
- All supplemental salaries, overloads, salary increases, title changes must have a justification.