Department Initiates the PA Form

Dean, Director, Department Head Signature

Is it Title III?

Provost/ Administrative Officer Signature

Yes

Title III Office Signature

No

Is it a State/Local fund?

Research Financial Services
- All Title III PAFs
- All Grant Funded PAFs (2000-)

Budget Office (0001/0247 1000 – 1999)

HR Analyst or HR Representative

HR Compensation review (title, salary, percent of time)

Approved PAFs are given to HR Management for approval and final review (disapproved PAFs are returned to Provost office for correction or additional documentation).

HR Analyst or HR Representative (approved PAFs are enter in Banner) (PAFs with errors- departments are notified of the error and notified that the PAF will be held for only one day then returned to department). (Departments are notified by email and by phone).

HR Analyst or HR Representative makes copies and submits to payroll for payment
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.