

Reference Guide for Personnel Actions

This guide is for processing personnel actions using the Banner Personnel/Position Action Forms (PAF), the ePAF in Banner (NOAEPAF), and eJobs.

- The **PAF** has been designed to follow the forms and blocks in Banner. For every action chosen, the form will tell you what additional fields do and do not have to be completed. Many fields have drop-down menus for easy completion, and others have hover boxes with an explanation of the field and where data can be obtained. New data or changes should be indicated and appropriate signatures obtained. If additional documentation is required, this should be put with the PAF and the full package should be faxed to VCU Human Resources. Instructions and fax number for the ImageNow Fax are available at www.hr.vcu.edu/forms/ImageNow_Fax_Instructions.pdf.
- The **ePAF** is a Banner form (NOAEPAF) that is used by personnel administrators to make certain changes to employees' jobs. For instructions on completing transactions using ePAF, see www.hr.vcu.edu/banner/.
- The **eJobs** online system is for classified, centralized hourly, and student job postings. It is also used to prepare Employee Work Profiles (EWP) for classified positions and for the submission of all classified position establishments, role changes, and in-band adjustments. For more information, see the eGuide to eJobs at www.hr.vcu.edu/jobs/.

If you have questions about completing these processes or the appropriate documentation to include, send questions to pafs@vcu.edu, call HR Operations at 827-1770, or contact the HR Generalist or HR Operations staff member for your department. For a list of HR department contacts, see www.hr.vcu.edu/jobs/DeptHRGcontacts.pdf.

General Information: This section includes employee and action information.

Employee Name: Full name as it appears on employee's Social Security card.

Banner ID: ID generated by Banner System after employee new hire data is entered into Express Hire. The letter "V" followed by eight digits: i.e., Vxxxxxxx.

Effective Date: Date (DD-MON-YYYY: i.e., 06-APR-2006) the employee's current status became or becomes effective. For leaves of absence, use first day on full leave as the effective date.

Home Department Organization Name: Name of the department of the contact person completing this form.

Contact name, phone number, email address.

The following is a description of various personnel and position actions processed by completing a paper PAF or ePAF, or using eJobs. The action code is found under the job detail tab in the NBAJOBS form in Banner.

Action Code	Description	Processed By	Documents Required	Comments
All Employees				
ABO	Position Abolishment	PAF – Faculty eJobs – Classified		This action is used for faculty and classified employees only. To abolish a faculty position, use this action code on the PAF. To abolish a classified position use eJobs.
COR	Data Correction – Reason Required	PAF		This action code should only be used if no other action codes can be used. Please be specific in the comments section with a description of what the action includes.
ECC	Employee Class Change	PAF	Financial Aid approval if changing to work-study	An employee changes from a job in one e-class to a job in another e-class. Examples include adjunct to faculty, hourly to work-study, student to post-doctoral associate, etc. If the job in the previous e-class is ending due to this action, please note that information in the comments section and list the position number of the job that is terminating. If change is to a classified position, use “-2C” code. NOTE: Always use Express Hire for e-class changes.
EST	Position Establishment	PAF – Faculty eJobs – Classified		This action is used for faculty and classified employees only. To establish a faculty position, obtain the position number and use this action code on the PAF. To establish a classified position use eJobs.
FTE	FTE Change Within Employee Class	PAF		Employee is staying in same e-class, but his/her FTE (full-time equivalency) is changing. For example, an employee in C5 e-class changes from 50% to 60% FTE (C5=50-79% FTE, non-exempt).
G2C	Graduate Assistant to Classified	PAF		An employee changes from a graduate assistant position to a classified position. NOTE: Always use Express Hire for e-class changes.
GRE	Graduate Assistant Renewal	ePAF – Use NOAEPAF (GREN)		For renewing a Graduate Assistant only , complete a paper PAF if Graduate Assistant is changing departments.
H2C	Hourly to Classified	PAF		An employee changes from an hourly position to a classified position. NOTE: Always use Express Hire for e-class changes.
HJB	Hire a current employee into a new job	PAF		Use this code if you are hiring an employee into a new job, but you know he/she currently works for VCU in another job. This code is mainly for overload jobs and should not be confused with promotion, demotion, or transfer where an employee ends one job and moves to another.
HNW	New Original Appointment	PAF	For a list of new hire paperwork, see www.hr.vcu.edu/jobs/QuickReferenceNewHire.pdf	New hire to this position. This does not include an employee who has previously worked for VCU; unless his/her job history is unknown.
HRE	Reemployment	PAF		Former VCU employee is re-hired into a job at VCU.
HTA	Hire Transfer from Another State Agency	PAF		Employee hired to the University from another state agency without a break in state service
INC	Salary or Stipend Increase for Adjunct, Post-Doc, or Graduate Assistant	PAF		Use this code when giving an increase to the employee classes listed.
LVB	Leave Begins	PAF – Can e-mail		Begin leave with pay or leave without pay; list leave type in PEAEMPL section of the PAF.
LVE	Leave Ends	PAF – Can e-mail*		End leave with pay or leave without pay. HR processes VSDP actions.
n/a	Decentralized funding changes	ePAF – Use NOAEPAF (FDC)		(current and future Labor Distributions)
ORG	Changing Home ORG or Timesheet ORG	ePAF – for Timesheet ORG use NOAEPAF (ORG) PAF – for Home ORG changes		Use this code if an employee is changing to a different home ORG or timesheet ORG but the job or position number is not changing.

Action Code	Description	Processed By	Documents Required	Comments
All Employees (cont'd.)				
P2C	Post Doc to Classified	PAF		An employee changes from a post doc position to a classified position. NOTE: Always use Express Hire for e-class changes.
S2C	Student Worker to Classified	PAF		An employee changes from a student worker position to a classified position. NOTE: Always use Express Hire for e-class changes.
SAL	Annual Salary Adjustment as Authorized by Governor & General Assembly	HR Use Only		Used for annual salary adjustment as authorized by the Governor and General Assembly.
SEP	Separation	ePAF – Use NOAEPAF Term Empl. - TERME/TERMJ Term Job Only – TERMJ		Ending a job and/or employment
W2C	Work-Study to Classified	PAF		An employee changes from a work-study position to a classified position. NOTE: Always use Express Hire for e-class changes.
VIS	VISA Expiration/VISA Type Change	HR Use Only		Employee's visa is expiring, which will terminate the employee's job(s).
WSR	Work-Study Renewal	ePAF - Use NOAEPAF (WSREN)		Renewing a work-study student only. Complete a paper PAF if student is changing departments.
Faculty Only				
ACR	Adjunct Contract Renewal	ePAF – Use NOAEPAF (AJREN)		Renewing an adjunct faculty contract. Complete a paper PAF if adjunct faculty is changing departments or position numbers.
F2C	Faculty to Classified	PAF		An employee changes from a faculty position to a classified position. NOTE: Always use Express Hire for e-class changes.
FCE	Competitive Salary Increase – External Offer	PAF	Contract, Faculty Off-Cycle Request Form	Increasing a faculty member's salary as the result of an offer made by an outside employer.
FCI	Competitive Salary Increase – Internal Offer	PAF	Contract, Faculty Off-Cycle Request Form	Increasing a faculty member's salary as the result of an offer made by another VCU department.
FCN	Contract Renewal Only, No Change in Salary	PAF	Contract	Renewing a faculty contract.
FOC	Off-Cycle Adjustment – Change in Duties or Title Change	PAF	Contract, Faculty Off-Cycle Request Form	Increase in salary for a faculty member, due to change in duties or title change. These adjustments are considered off-cycle because they are not made during the normal period (November for most faculty; July for School of Medicine).
FOO	Off-Cycle Adjustment - Retention, Internal Alignment, Promotion within same Position Number	PAF	Contract, Faculty Off-Cycle Request Form	Increase in salary for a faculty member, without changing position number, for retention or internal alignment or due to promotion in rank. These adjustments are considered off-cycle because they are not made during the normal period (November for most faculty; July for School of Medicine).
FPP	Promotion to Another Position (Search Process)	PAF	Contract	Faculty moved to another position number after a faculty search process; pay change included.
FPR	Promotion in Rank	PAF	Contract	Promoting a faculty member in rank only.
FPT	Promotion and Tenure Change	PAF	Contract	Promoting a faculty member in rank and adjusting his/her tenure status.
FSR	Special Rate	PAF	Contract, Faculty Off-Cycle Request Form	Receiving a salary supplement, ordinarily due to temporary duties in the same or different position (interim appointment). This should have begin and end dates, and is not included as part of annual salary.
FTC	Tenure Change	PAF	Contract	Adjusting tenure status only for a faculty member.
FTI	FTIP – Reduce Hours Until Retirement	PAF	Contract	Faculty Transition Incentive Program (FTIP) – reducing hours as part of FTIP agreement, until retirement.
FTR	Transfer to Another Position (Search Process)	PAF	Contract	Faculty transferred to another position after a faculty search process; no pay change.
J2C	Adjunct to Classified	PAF		An employee changes from an adjunct position to a classified position. NOTE: Always use Express Hire for e-class changes.
SRE	Special Rate ends	PAF	Contract	Date salary is reduced to exclude special rate for faculty. See Special Rate section for details.

Action Code	Description	Processed By	Documents Required	Comments
Classified Only				
CCI	Competitive Offer Increase	PAF	PAW	A salary increase given to retain an employee who has received a written offer from an outside employer (does not include offers from other VCU departments).
CDD	Disciplinary/Performance Decrease	HR use only	Written notice or performance evaluation after discussion with Employee Relations	Moving to a position in a Role (position class) in a lower pay band or reassigned to lesser duties due to unsatisfactory performance at the end of the re-evaluation period or disciplinary action involving demotion/transfer in lieu of termination.
CDL	Demotion – In Lieu of Layoff	PAF		Moving to a position in a Role (position class) in a lower pay band, in lieu of layoff.
CDN	Demotion – Voluntary Non-Competitive	HR use only		Moving to a position in a Role (position class) in a lower pay band, without recruitment.
CDV	Demotion – Voluntary Competitive	HR use only		Moving to a different position in a lower pay band, after a competitive recruitment process.
CID	In-Band Adjustment – Change in Duties	eJobs	Attach organizational chart	Increase salary (up to 10% in fiscal year) due to Change in Duties - effective on a monthly basis.
CII	In-Band Adjustment – Internal Alignment	eJobs		Increase salary (up to 10% per fiscal year) due to aligning employee with other employee(s) who perform similar work, in the same Role (position class), in the same dept/unit – effective on a monthly basis.
CIK	In-Band Adjustment – Application of New KSAs	eJobs		Increase salary (up to 10% per fiscal year) due to the employee acquiring and utilizing new knowledge, skills, and/or abilities (KSAs) - effective on the 10 th of each month.
CIR	In-Band Adjustment – Retention	eJobs		Increase salary (up to 10% per fiscal year) due to retention needs.
CRD	Role Change – Downward	eJobs	Attach organizational chart	Change employee or position to a Role (position class) in a lower pay band - position number does not change - effective on a monthly basis.
CRL	Role Change – Lateral	eJobs	Attach organizational chart	Change employee or position to a different Role (position class) in the same pay band - position number does not change - effective on a monthly basis.
CRU	Role Change – Upward	eJobs	Attach organizational chart	Change employee or position to a Role (position class) in a higher pay band - position number does not change - effective on a monthly basis.
CTB	TWFR Begin – Reduce FTE	PAF		Reduce FTE due to Temporary Workforce Reduction (TWFR).
CTE	TWFR End – Increase FTE	PAF		Increase FTE back to original level, due to end of Temporary Workforce Reduction (TWFR).
CTH	Temporary Pay – Higher Role	PAF	PAW	Temporary increase in salary due to assuming new duties and responsibilities on a temporary basis, usually to cover work normally performed in a higher pay band; 15% maximum temporary increase, not to exceed the pay band maximum of the employee's current pay band.
CTL	Transfer – In Lieu of Layoff	HR Use Only		Moving to a position in the same pay band, in lieu of layoff.
CTN	Transfer – Voluntary Non-Competitive	HR Use Only		Moving to a different position in the same pay band, without recruitment process.
CTS	Temporary Pay – Same Role/Same Band	PAF	PAW	Temporary increase in salary due to assuming new duties and responsibilities on a temporary basis, usually to cover work normally performed by someone else in the same pay band; 10% maximum temporary increase, not to exceed pay band maximum.
CTV	Transfer – Voluntary Competitive	HR Use Only		Moving to a different position in the same pay band, after competitive recruitment process.
LCR	Layoff Recall	HR Use Only		Hired from a layoff status.
PRO	Promotion	HR Use Only eJobs		Moving to a position in a Role (position class) in a higher pay band, after recruitment process.

* For security reasons, do not include the employee's SSN or Banner ID in the subject line.
For search purposes, the body of the email should include the employee's name.
For audit purposes, it is critical for departments to ensure that department files include documented approvals for e-mailed PAF actions.
Don't follow-up an e-mailed PAF with a paper copy – this action slows the processing of all PAFs.

Employee Data PEAEMPL: This form will be used for changes to employment records and status (i.e., leave, termination).

Employee Class (E Class): Indicates an individual's primary employee type. Valid codes are as follows:

C1	Classified FT – Non Exempt
C2	Classified FT – Exempt
C3	Classified ≥80 – Non Exempt
C4	Classified ≥ 80 – Exempt
C5	Classified 50<79 – Non Exempt
C6	Classified 50<79 Exempt
LE	Law Enforcement Officers FT
F1	Teaching & Research Faculty 12 month FT
F2	Teaching & Research Faculty 9/10 month FT
F3	Teaching & Research 12 month PT 50<79
F4	Teaching & Research 9/10 month PT 50<79
F5	Teaching & Research 12 month PT 12≥80)
F6	Teaching & Research 9/10 month ≥80
VQ	Qatar Faculty FT
AJ	Adjunct Faculty

A1	Admin Faculty 12 month FT
A2	Admin Faculty 9/10 month FT
A3	Admin Faculty 12 month PT
A4	Admin Faculty 9/10 month PT 50<79
A5	Admin Faculty PT 12≥80
A6	Admin Faculty 9/10 month PT ≥80
P1	Prof Faculty 12 month FT
P2	Prof Faculty 9/10 FT
P3	Prof Faculty 12 month PT 50<79
P4	Prof Faculty 9/10 month PT 50<70
P5	Prof Faculty 12 month PT 12≥80
P6	Prof Faculty 9/10 month PT ≥80
G9	G9 Graduate Asst 9 month
GA	GA Graduate Asst 12 month
PD	Post-Doctoral Fellow

M1	Clinical MD Faculty 12 month FT
M2	Clinical MD Faculty 9/10 month FT
M3	Clinical MD Faculty 12 month PT – 50<79
M4	Clinical MD Faculty 9/10 month PT – 50<79
M5	Clinical MD Faculty 12 month PT – 12≥80)
M6	Clinical MD Faculty 9/10 month PT ≥80
O1	Clinical Other Faculty 12 month – FT
O2	Clinical Other Faculty 9/10 month FT
O3	Clinical Other Faculty 12 month PT – 50<79
O4	Clinical Other Faculty 9/10 month PT 50<79
O5	Clinical Other Faculty 12 month PT 12≥80
O6	Clinical Other Faculty 9/10 month ≥80
H1	Hourly
SW	Student Worker
WS	Work-Study
AF	Affiliates

Status:

- A - Active**
- B - Leave without Pay with Benefits** (Illness, Conditional-medical, FMLA-medical, Workers' Compensation, Educational, Study Research, Suspension, Layoff-severance expired, Transition from 12- to 9-month faculty, TWFR)
- L - Leave without Pay without Benefits** (Conditional-personal, Educational-less than half pay, Layoff-placement only, Personal, Military)
- F - Leave with Pay with Benefits** (Illness, Disability-long and short, VSDP, Workers' Compensation, FMLA, Personal, Layoff-Severance, Military, Pre-Disciplinary Action)
- P - Leave with Partial Pay with Benefits** (Educational-more than half pay, Study/Research-over 50%, Military-with supplement)
- T - Terminated**

Home Department Organization Number: Four-digit number assigned to each department in the Finance FOAPAL. The number is used in HR to sort leave reports and timekeeping files.

Effective Date: See Header Block - this date will pre-populate from date inserted in header block.

Home Department Organization Name: Name that is attached to the Home Department Organization Number in the Finance FOAPAL.

Employee Termination Reason: If terminating job or employee, select code for termination/separation reason. Note: Use **NOAEPAF** in Banner to complete these actions.

Faculty (including Adjunct)	
8	Completion of Contract
77	Death
4	Disability Retirement
30	Dismissal for Cause
6	FERIP (<i>Benefited Faculty</i>)
7	FTIP Separation (<i>Benefited Faculty</i>)
53	Lack of Funding
52	Non-Renewal with Notice
57	Non-Renewal with Severance
9	Resign: Better Job
10	Resign: Dissatisfied
16	Resign: Graduated
15	Resign: Ill Health
13	Resign: Leaving Area
14	Resign: Military Service
11	Resign: Personal Reasons
12	Resign: Return to School
80	Retirement - Faculty Enhanced
3	Service Retirement
34	Unable to Meet Conditions of Employment

Classified	
51	Classified Layoff
77	Death
4	Disability Retirement
33	Removal: Inability to Perform Duties/Job
2	Resign During Probationary Period – in lieu of termination
9	Resign: Better Job
10	Resign: Dissatisfied
16	Resign: Graduated
15	Resign: Ill Health
13	Resign: Leaving Area
14	Resign: Military Service
11	Resign: Personal Reasons
12	Resign: Return to School
79	Retirement – Classified Enhanced
3	Service Retirement
5	Transfer to Another State Agency
34	Unable to Meet Conditions of Employment
26	Unsatisfactory Performance During Probationary Period
27	Unsatisfactory Performance Evaluation
28	Violations of Standards of Conduct

Wage (Hourly, Student, Work-Study)	
76	1500-Hour Expiration (Hourly only)
77	Death
56	Position Discontinued
9	Resign: Better Job
10	Resign: Dissatisfied
16	Resign: Graduated
15	Resign: Ill Health
13	Resign: Leaving Area
14	Resign: Military Service
11	Resign: Personal Reasons
12	Resign: Return to School
34	Unable to Meet Conditions of Employment
32	Unsatisfactory Performance

All Other Employee Types	
77	Death
9	Resign: Better Job
10	Resign: Dissatisfied
16	Resign: Graduated
15	Resign: Ill Health
13	Resign: Leaving Area
14	Resign: Military Service
11	Resign: Personal Reasons
12	Resign: Return to School
34	Unable to Meet Conditions of Employment

Termination Date: Date (DD-MON-YYYY: i.e., 06-APR-2006) of employee's last day worked (or on approved leave).

Payout of Leave Balances: For terminations, send final timesheet, to include leave balances to be paid, within one pay period from the termination date. State Policy requires leave balances to be paid within two pay periods.

Employee Leave of Absence Reasons: Indicate reason, if employee is on leave with or without pay for more than 14 consecutive calendar days.

All Employees	
99	LWOP Pending Completion of PAF
CM	Conditional Leave – MEDICAL
CP	Conditional Leave – PERSONAL
DF	Long-Term Disability, Working (Full Pay)
DP	Long-Term Disability, Working (Partial Pay)
DS	Short-Term Disability
DW	Long-Term Disability, Not Working
EF	Educational, Full pay
EP	Educational, Partial Pay >50%
EW	Educational, LWOP or <50%
F1	FMLA Personal Medical, Full Pay
F2	FMLA Personal Medical, LWOP
FF	FMLA Family, Full Pay
FW	FMLA Family, LWOP
IB	Illness, LWOP (With Benefits)
IF	Illness, Full pay
IW	Illness, LWOP (Without Benefits)
MF	Military, Full Pay (Using Leave)
MS	Military, LWOP (With Benefits)
MW	Military, LWOP (Without Benefits)
PF	Personal, Full Pay
PW	Personal, LWOP
WF	Workers' Compensation LWP
WS	Workers' Compensation/VSDP
WW	Workers' Compensation LWOP

Faculty Only	
SF	Study Research, Full Pay
SP	Study Research, Part Pay
SW	Study Research, LWOP
T9	Transition 12 to 9 Month Faculty

Classified Only	
L1	Layoff, Class, Sev/Placement
L2	Layoff, Class, Retire/Severance
L3	Layoff, Class, Severance Only
L4	Layoff, Class, Severance Expired
L5	Layoff, Class, Placement Only
L6	Layoff, Short-Term Disability
L7	Layoff/LTD
PD	Pre-Disciplinary Action, with pay
S3	Suspension, LWOP > 30 days
SU	Suspension, LWOP
TR	Temporary Work Force Reduction

Leave Begin Date: Date (DD-MON-YYYY: i.e., 06-APR-2006) of the first day an employee is on full leave of absence.

Leave Return Date: Date (DD-MON-YYYY: i.e., 06-APR-2006) on which an employee expects to return to work from a leave of absence.

Service Dates: HR use only.

Title	Description
Wage Determination Date	This date is used to calculate 1500 hours for hourly (wage) employees only
State Hire Date	Begin Date in a Benefited Position [Faculty or Classified]
Leave Anniversary Date	Beginning of the first full pay period – used for leave accruals
Service Award Date	Date used to determine Service Award
VCU Hire Date	Date Started with VCU
Last Work Day	Last Work Day

Position Data NBAPOSN: This form is used to define a position.

Status:

- New = position establishment (Classified – only processed through eJobs)
- Active = position already established
- Abolish = delete a current active position (Classified – only processed through eJobs)

Type:

- Single = position identified by an individual position number (see below).
- Pooled = position identified by a generic number and filled with multiple employees (see below).

Position Number:

- For new Teaching and Research Faculty positions in areas reporting to the Provost office, position numbers are obtained from the Provost Office, all others obtain their position numbers from HR Operations.
- For new Administrative and Professional Faculty positions, position numbers are obtained from the HR Generalist.
- For new Classified positions, position numbers are obtained through eJobs.
- Adjunct positions will have a pooled position number based on whether or not the faculty member provides credit instruction. Use J00001 for Adjunct Faculty Credit Instructor and J00002** for Adjunct Faculty Other.

**This is a new position number for adjunct faculty who are engaged in non-credit instruction, administration, or research activities. To list adjuncts as Adjunct Faculty Other, please complete a PAF using the following steps:

- Step 1. Complete the General Information section:
 - List adjunct faculty member's name, V#, ORG name, and PA contact information
 - Use the action code for Data Correction (COR)
 - Enter the effective date of this action
 - Select Adjunct Faculty (AJ) as the employee class
- Step 2. Complete the NBAPOSN section:
 - Enter J00002 as the position number
 - Select Position Class of Adjunct Faculty Other (AJ002)
- Step 3. Complete the NBAJOBS section:
 - Enter J00002 as the position number
 - List the end date of this contract period
 - Select Job Type as Primary (unless this is an overload job)
 - List appropriate Job FTE
 - List appropriate number of months (only list what is remaining in the contract period)
 - Enter Timesheet ORG
 - Select Pay Type as Salaried
 - List contract rate (only list what is remaining on the contract)
- Step 4. Complete the Labor Distribution Section.
- Step 5. List details in comments section:
 - Note reason for change; for example, "This is a data correction to change the position number and position class from Adjunct Faculty Credit Instructor to Adjunct Faculty-Other"
 - Note the position number and suffix that the PAF is correcting or replacing so that corrections will be made to the corresponding position; for example, "for position J00001 suffix 03"

- Hourly positions will have a pooled position number for each position class (Role title). When hiring an employee into an hourly position, complete the position # in the NBAJOBS section on the PAF by adding an H before the position class (i.e. H19011 for an Hourly Admin Office Spec I). Please be sure to include the correct position class (Role title) on the PAF.
- Graduate Assistants – position numbers are either pooled or unique, based on the following criteria:

EClass	Banner Position Class	Pos. No.	Description
G9 Graduate Assistant - 9 month	Grad Asst Student Worker (GASW)	AF0009	May be E&G or grant funded. No limit to number of GASWs allowed. It is a function only of amount of money available to fund. Graduate Assistantship
	Grad Asst Sponsored Funds (GASF)	TR0009	No limit to number of GASFs allowed. It is a function only of amount of money available to fund such positions from grant and/or overhead funds. Graduate Teaching/Research Assistant
	Grad Asst E&G (GAEG)	Individual TA#	Approved for unfunded scholarship tuition support. E&G funded. Tuition paid by Graduate School. Position number assigned by Graduate School. Graduate Teaching/Research Assistant
GA Graduate Assistant - 12 month	Grad Asst Student Worker (GASW)	AF0012	May be E&G or grant funded. No limit to number of GASWs allowed. It is a function only of amount of money available to fund. Graduate Assistantship
	Grad Asst Sponsored Funds (GASF)	TR0012	No limit to number of GASFs allowed. It is a function only of amount of money available to fund such positions from grant and/or overhead funds. Graduate Teaching/Research Assistant
	Grad Asst E&G (GAEG)	Individual TA#	Approved for unfunded scholarship tuition support E&G funded. Tuition paid by Graduate School. Position number assigned by Graduate School. Graduate Teaching/Research Assistant

- For all other employee types, use the six-digit generic position number as shown below:
P00001 – Post-Doctoral Fellow S00001 – Student Worker W00001 – Work-Study Employee

End Date: Date (DD-MON-YYYY: i.e., 06-APR-2006) of position abolishment.

Position Class:

- The state Role title of a classified or hourly employee that describes a broad grouping of similar jobs. See Role Codes and Titles at www.dhrm.virginia.gov/compensation/careergroups/cgdlist.html.
- For faculty employees, enter rank: Assoc. Prof.; Asst. Prof.; Assoc. Prof. & Eminent Scholar; Instructor; Professor; Prof. & Eminent Scholar.

Reports To: List position number of immediate supervisor – only need to complete for position establishments.

OTC Title*:** The Occupational Title Code (OTC) is part of the federal system; the OTC Title (formerly, SOC) of a classified employee only, which represents a more distinct job title and detailed job classification than a Role Title. See SOC information at www.bls.gov/SOC/HOME.HTM.

OTC Code*:** The federal OTC Code (formerly, SOC Code) of a classified employee only, which is generated by selecting an OTC Title (see above). See SOC information at www.bls.gov/SOC/HOME.HTM.

***Both the OTC Title and Code can be found in Banner by going to NBAPOSN, select Options, then Regulatory Information.

Job Information NBAJOBS: This form is used for job data, including role title and salary information.

Effective Date: See Header Block - this date will pre-populate from date inserted in header block.

Time Sheet Organization: If no timesheet organization, default to home department organization number. Four-digit home department organization number, plus “T” and an alpha character (i.e. 1111TA) only used when your department is using this for payroll purposes. This Organization receives all documents pertaining to the employee and has primary responsibility for keeping the employee’s personnel records current.

Pay Type: Indicate hourly or salaried employee.

Position: See NBAPOSN section above.

Job Type:

Primary = Classified and Faculty positions will always be primary jobs. If the employee has multiple hourly/adjunct/student worker positions, anything other than the first job will be considered overload.

Overload = Any job other than the Primary Job.

Pay Rate:

Hourly rate for employees paid on an hourly basis (wage, student worker, work-study).

Annual salary for employees paid on salaried basis (faculty, classified, adjunct, post-docs, or graduate assistants).

Job Suffix: For unique position number suffix is always 00. For pooled position numbers (S00001 = student worker, W00001 = work-study J00001 = adjunct faculty teaching, J00002 = adjunct faculty, P00001 = post doctoral fellows, AF0009, AF0012, TR0009, TR0012 = graduate assistant); the first pooled position suffix is 00. Each subsequent pooled position number will have a “one-up suffix number of 01, 02, 03 and so forth. If suffix is known (current job), list it. If this is for a new position, leave suffix blank on the PAF.

FTE: Full-time equivalency – full-time employees will be listed as 1.0. Part-time employees will be less than 1.0 based on hours worked or effort.

Temporary Pay: Any rate of pay authorized in addition to base salary.

- For classified employees, list the additional amount the employee is to receive each pay period – not an annual amount. Temporary Pay will not be awarded without (1) a proposed end date; and (2) Human Resource approval.

Special Rate: To process special rates for faculty, complete the following steps:

Step 1. Complete one PAF:

In the General Information section:

- List faculty member's name, V#, ORG #, and contact information
- Select action reason FSR – Special Rate
- Select appropriate employee class
- Indicate the effective date – date special rate begins (usually the beginning of a pay period)

In the NBAJOBS section:

- Enter the Position Number – the faculty member's position number in his/her primary job
- Enter the Suffix – SR for Special Rate (this entry is important as it will show the difference between positions)
- Enter the end date – date special rate ends (usually the end of a pay period)
- Select Job Type as Secondary (secondary is not used in any situation other than for special rates)
- List the number of months the faculty member will receive the special rate (can be half months as well)
- Select the appropriate deferral schedule if for a 9/10 month faculty member and the special rate is for a full contract year;
in all other cases, leave as No Deferral
- List the appropriate Timesheet ORG
- Enter Pay Type – Salaried
- List the total amount of the special rate (this is the total amount to be paid, not the pay period amount) in the Pay Rate field

In the Labor Distribution section:

- List the appropriate index, account, and dollar amounts. Any future changes to the Labor Distribution will be made through NOAEPAF

Step 2. Obtain appropriate signatures.

Step 3. Attach the Faculty Off-Cycle Salary Increase form to the PAF (only required if this action is part of an off-cycle salary increase).

Months: The number of months an employee is expected to work per year in the job assignment.

Deferral: Defaults to No Deferral; for 9-month faculty, select Def 9 mo; for 10-month faculty, select Def 10 mo.

Total Pay:

Hourly rate for employees paid on hourly basis (wage, student worker, work-study).

Annual pay rate for employees paid on salaried basis (faculty, classified, adjunct, post-doctoral, or graduate assistant).

Total Pay amount does not include Special Rate, if applicable.

End Date: Date (DD-MON-YYYY: i.e., 06-APR-2006) on which the employee's current job ends. End dates are required for all Adjunct Faculty, Graduate Assistants, and Work-Study employees.

Number of Pays: The number of paychecks per year or per contract period for the assignment. All employees are paid semi-monthly.

Factor: This field will pre-populate to two times the number of months.

Semi-monthly: Amount of pay per pay period for faculty, classified, post-doctoral, graduate assistant and adjunct employees. This field will be pre-populated on the PAF or in Banner – does not need to be completed.

Title: An internal title that describes the work that is performed. Field is limited to 30 characters.

Labor Distribution: This section is used to indicate from what accounts an employee is paid.

Effective Date: Date current funding distribution becomes effective.

Index: Six-digit number from the Finance FOAPAL that represents the Fund (FRS General Ledger), Organization (FRS Subsidiary Ledger), and Program (FRS Expense Line). The index is usually the former FRS account code. If you do not know your FOAPAL or index, see www.banner.vcu.edu/PDFs/FOAPALChartOfAccounts.pdf.

Account: Six-digit number from the Finance FOAPAL (previously, FRS object code).

Percent: Percent of salary charged to this account. Total percent from all accounts must equal 100.

Dollars: Dollar amount of salary charged to this account.

Grand Total: Total of all dollars charged to all accounts (equals total salary).

Comments: Space has been provided to describe the personnel or position actions. If additional comments are required, attach an additional sheet of paper to the PAF.