# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completing the Personnel Action Form</td>
<td>2</td>
</tr>
<tr>
<td>Definitions of Employment Action</td>
<td>6</td>
</tr>
<tr>
<td>Recurring Payments/Additional Payments Form</td>
<td>9</td>
</tr>
<tr>
<td>Reason Code Reference</td>
<td>10</td>
</tr>
<tr>
<td>PAF Example</td>
<td>13</td>
</tr>
<tr>
<td>Recurring Payments/Additional Payments Form Example</td>
<td>19</td>
</tr>
</tbody>
</table>
Completing the Personnel Action Form (PAF)

The Personnel Action Form or PAF contains all the information Human Resources needs to update an individual’s employment record. This includes position titles and numbers, dates of employment, benefits and pay information and department information. It must be received in Human Resources before any employment actions can be completed. The following is a step-by-step instruction manual for completing this form. The department representative should fill out all white fields. The shaded fields are for Human Resources and Academic Affairs use only. See page 12 for an example of a completed PAF.

Section I

- Enter the Employee Name fields (last name, first name, middle initial).
- Enter the Personnel Number if available. New hires will not have a personnel number until after this form has been processed.
- Enter the Organizational Unit Name.
- Enter the Organizational Unit Phone Number.

Section II

- Effective Dates of Action
  - Enter appointment effective dates. If there is no predetermined end date, enter 12/31/9999.
  - Enter the start and stop payment dates. Typically, these are the same as the appointment effective dates. The only time they may differ are in cases of employees in specific categories that, by contract, will receive a full month’s pay, even if a full month is not worked.
- Description of Action
  - Mark the action that needs to be completed (see definitions on page 6).
  - If a student hire, enter the number of credit hours for which the student is currently enrolled. If the student is hired during the summer but not taking classes until the fall, indicate the number of hours the student will take in the fall.
- Action
  - Actions listed above marked with * require a reason code. Enter the code in the Reason Code field (see the reason code reference on page 10).
  - Enter the position number.
  - Enter the position title.

Section III

- Organizational Assignment
Enter the benefits percentage based on the contract length and time worked.
  - Example: For a full-time employee who works every month, enter 100% for 12 months.
  - If not eligible for benefits, mark “Not Eligible”.

- All Current Positions at the University
  - Enter the position number, position title and staffing percentage for each job the individual holds at the University.
  - The Staffing Percentage should always equal 100%. If the individual only holds one position, enter 100%. If the individual holds multiple positions enter the percentage of Full Time Equivalency (FTE) for each position.
    - Example: A position that requires 10 hours a week worked is 25% FTE. A second position requiring 30 hours per week is 75% FTE. These two positions equal 100% FTE.

Section IV

- Planned Working Time
  - Select the type of work schedule the individual has.
    - Select Salary for all monthly paid (salaried) employees.
    - Select Positive Time Reporting for all hourly employees.
  - Enter the number of hours scheduled per week.

- Enter the Contract Length Code
  - 01- Academic Year Paid 9/9 Months
  - 02- Academic Year Paid 9/12 Months
  - 03- 10/10 Months
  - 05- Summer Session
  - 06- Fall Session
  - 07- Spring Session
  - 08- Other
  - 09- Spring Summer/8 Months
  - 12- 12/12 Months

- Enter the Leave Plan Code
  - 0B- Biweekly, Not Eligible
  - 0M- Monthly, Not eligible
  - 2A- 12mo Academic/Administrative Vacation/Sick Leave
    - 1B- Biweekly Managerial/Professional Vacation/Sick Leave
    - 2B- 12 month Managerial/Professional Vacation/Sick Leave
    - 1C- Biweekly Office/Service Vacation/Sick Leave

- Enter the Employment % (FTE)
  - This percentage refers to how many hours an individual works per week and can range from 1 to 100.
  - To determine FTE, divide the number of hours worked by 40 (a full-time week).
• Example: 15 hours a week is 15/40 equals 37% FTE

Section V

• Basic Pay
  o Enter Wage type based on the individual’s position.
    ▪ 1001- Hourly Rate
    ▪ 1003- Regular Monthly Rate (used for full-time, salaried staff and 12-month faculty and administrators)
    ▪ 1008- 9 months of work paid over 12 months of time.
    ▪ 1010- Administrative Stipend
    ▪ 1037- Temporary Salary
    ▪ 1005- Summer Instructional
    ▪ 1406- Professorship
  o Enter the amount to be paid.
  o Select hourly or monthly based on how the amount is to be paid.

Section VI

• Cost Distribution
  o Enter the Cost Center the individual’s pay is to come from.
  o If the cost center assignment is temporary, add the start and stop pay dates.
  o Enter the position number
  o Enter the wage type
  o Enter the Hourly or Monthly Rate
  o Enter the percentage of the individuals pay to come from that cost center.
  o Repeat these steps if more than one cost center shares the cost of the pay.
  o When all cost centers are entered, the percentage of pay should equal 100.

Section VII

• Paid Appointments
  o Enter the start date
  o Enter the end date
    ▪ If an end date has not been pre-determined, enter 12/31/9999
  o Enter the position number
  o Enter a title modifier, if applicable
    ▪ 1- Acting
    ▪ 2- Interim
    ▪ 5- Visiting
  o Enter the Employee Subgroup
    ▪ B1- Regular Managerial/Professional Salary
    ▪ B2- Regular Managerial/Professional Hourly
- C2- Regular Office/Service Hourly
- D1- Student Graduate Assistant Salary
- F1- Temporary Academic Salary
- F2- Temporary Academic Hourly
- J1- Regular Special Term Faculty Salary (tenure Track)
- K1- Regular Tenured Faculty Salary
- L1- Regular Special Faculty Salary
- M1- Regular Academic Administrator Salary
- N1- Regular Administrator Salary
- S1 Student Worker Salary
- S2 Student Worker Hourly
- W1- Temporary Non-Faculty Salary (use this for a non-benefits eligible temp)
- W2- Temporary Non-Faculty Hourly (use this for a non-benefits eligible temp)
- Y1- Temporary Managerial/Professional Salary (use this for a benefits eligible temp)
- Z2- Temporary Office/Service Hourly (use this for a benefits eligible temp).

- Enter either the Budgeted Annual Salary or the Amount to be Paid
  - Budgeted Annual Salary is for regular employees
  - Amount to be Paid is for all temporary and student employees.

- Enter the FTE

- Unpaid Appointments
  - This section is used for any volunteer appointments an individual might hold.
    - Enter start and end dates.
      - Use 12/31/9999 if an end date is not pre-determined.
      - When an individual leaves an unpaid appointment (volunteer), a PAF must be completed to terminate university services.
    - Enter the title for the volunteer.
    - Enter the title modifier, if applicable
      - 3- Adjunct
      - 4- Courtesy
      - 5- Visiting
      - 6- Emeritus
      - T- Tenure

Section VIII

- Date Specifications
  - Enter I-9 Date and First working date for all paid employee hires (staff, students, faculty)
  - Enter the last working date if the PAF is noting a separation
  - Enter Tenure Date and Tenure Notify Date, if applicable.
  - If technology access should be retained for individuals on Employment Pause, enter the start date.
Section IX

- Additional Comments or Exceptions
  - Enter any comments needed.

Section X

- Approval Signatures
  - Obtain all needed signatures to complete the PAF.
    - Person completing the PAF
    - Supervisor of Employee or Head of Department
    - For all actions for employees in Academic Colleges or departments under Academic Affairs, obtain signatures from the Dean’s Office and Academic Affairs.
    - Actions and hires for employees of Student Success should be routed to the Student Success Business Office for signatures.
    - Actions and hires of Graduate Assistants and Graduate Student Workers should be routed to Graduate Studies for signatures.
    - Actions and hires of Student Workers and Work Study participants should be routed through Student Employment in the Division of Student Success for signatures.

Definitions of Employment Actions

New Hire

Use for a non-student employee with no prior work history at the University. The form is designed for the department to complete the white areas and Human Resources to complete the shaded areas.

Student Hire

Use for Graduate Assistants, Student Workers, or Work Study Students with no prior work history at the University.

Volunteer Hire

Use the volunteer hire for an employee with no prior work history at the University. Volunteer employees receive neither pay nor benefits from the University. This action should not be used to hire a new employee, a new student employee, an ancillary employee, or an individual who has a prior work history with the University.

Campus Transfer In
Campus Transfer In is used when an employee transfers into one campus from another with no break in service. It is used to transfer the employee record into the new campus. Campus Transfer In is not used for new or former employees.

Rehire an Employee

Use this transaction to rehire employees who have had a break in service from any UN campus. The rehire transaction can be used to rehire a paid employee or a student employee. It cannot be used to rehire a volunteer employee, to return an employee from a leave of absence, or to transfer an employee in from another campus.

Rehire as Volunteer

Use this transaction to rehire a former employee as a volunteer employee. The rehire as a volunteer transaction can be used to rehire a separated University employee. It cannot be used to rehire an employee into a paid or ancillary position, to return an employee from a leave of absence, or to transfer an employee in from another campus.

Funding Change

Use this transaction to change an active employee's cost distribution (e.g., where the money is coming from). This action is not used to change an employee's position or primary appointment (see Organizational Change) or employee's pay rate (see Salary/Pay Rate Change).

FTE Change

Use this transaction to change an active employee's FTE on an assigned position or benefits percentage. This action is not used to change an employee's position or primary appointment (see Organizational Change).

Salary/Pay Rate Change

Use this transaction to change an active employee's pay. Changes could be made to an hourly rate or to a salary for an active faculty member, regular, student, or temporary staff.

Organizational Change

This process allows authorized staff to make changes to an employee's position. The organizational change action is used to process changes in an employee's position or organizational unit (department) resulting from: Promotion, Demotion, Lateral Transfer, Addition or Deletion of a Position Assignment, Reclassification, and Other Status Changes. This action cannot be used to move a volunteer into a paid position.

Separation
This transaction is used for separating an employee from any work relationship with the University. It is not used for employees transferring to another campus or taking a leave of absence.

**Campus Transfer Out**

Campus Transfer Out is used when an employee ends employment with one campus to begin employment at another campus with no break in service. It is used to transfer the employee record out of one campus so that it is available for a transfer to another campus. Another action is used to separate an employee from the University.

**Leave of Absence (LOA) Without Pay**

This transaction is used when an employee is taking a temporary *leave* from work and *will not* receive any pay from the University during the LOA. The employee is expected to return to his or her position at the University at the end of the LOA. This transaction is not used to separate or transfer employees.

**Leave of Absence (LOA) with Pay**

This transaction is used when an employee is taking a temporary leave from work and *will continue* to receive any pay from the University during the LOA. The employee is expected to return to his or her position at the University at the end of the LOA. This transaction is not used when an employee retires or takes paid vacation or sick time.

**Return from Leave of Absence (LOA)**

This transaction is used to return a University employee from LOA with or without pay. It cannot be used to rehire an employee who has been separated from any employment relationship with the University. This transaction allows you to resume an employee's pay rate in case it has changed or was altered for the leave. It also allows you to change the leave dates in case the leave ended sooner than expected. The return action assumes the employee is returning to the same position. If the employee is returning to a different position, complete an Organizational Change PAF after you have completed the Return from LOA PAF. This requires a second form. If the employee is returning from the LOA into the same position but with a different FTE, complete the Employment%-FTE Change PAF after you have completed the Return from LOA PAF. This requires a second form.

**Employment Pause**

This transaction is used for placing an active employee into an unpaid status for a specific period of time. It is not used for leaves of absence or separations. Employment Pause does not continue university services. A Keep Services Action is required to retain services i.e., email and Canvas.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.
Recurring Payments or Additional Payments

This form is used to process additional pay for full time, active, salaried employees. Complete one recurring payment form for each action. Use multiple forms if needed. If the current wage types listed are not appropriate for the recurring/additional payment being processed, please make a notation in the Additional Comments field. See page 14 for an example of a completed form.

- Complete the following required fields
  - Personnel Number
  - Employee Name
  - Position Number for this payment
  - Cost Center/WBS Element for this payment.
- Select the appropriate wage type for a Recurring Payment
  - 0615- Housing Allowance
  - 1424- Additional Wages
  - 0617- Retirement Allowance
  - 1412- Summer Instructional
  - 1413- Summer Research
- Select the appropriate wage type for Additional Payments
  - 1424 Additional Wages
  - 0614- Auto Allowance
  - 0601- Awards
  - 0623- Relocation Expenses
  - 0609- Royalty to Employee
- Enter any additional comments or instructions
- Interval
  - Select only one of the options
    - One-Time Payment
    - On-going Payment
      - Beginning and end dates are required
    - Quarterly
    - Other
  - Amount fields are required
- Obtain approval signatures required
- Route to Human Resources.
- The primary reasons for recurring or additional payments are
  - 1424 Additional Wages
    - Faculty are limited to 20% of their base pay each fiscal year.
  - 1412- Summer Instructional
    - for faculty only.
    - limited to 33% of their base salary each summer
# Reason Code Reference

<table>
<thead>
<tr>
<th>Employee Subgroup (ESG)</th>
<th>Leave of Absence Reason Code (IT0000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Regular Other Academic Salary</td>
<td>01 Academic</td>
</tr>
<tr>
<td>B2 Regular Managerial/Professional Salary</td>
<td>02 Military</td>
</tr>
<tr>
<td>B2 Regular Managerial/Professional Hourly</td>
<td>03 Personal</td>
</tr>
<tr>
<td>C2 Regular Office/Service Hourly</td>
<td>04 Disability</td>
</tr>
<tr>
<td>D1 Student Graduate Assistant Salary</td>
<td>05 Educational Development</td>
</tr>
<tr>
<td>F1 Temporary Academic Salary</td>
<td>06 Faculty Development</td>
</tr>
<tr>
<td>J1 Regular Specific Term Faculty Salary</td>
<td>08 Family Medical Leave Act (FMLA)</td>
</tr>
<tr>
<td>K1 Regular Tenured Faculty Salary</td>
<td>Benefits % (IT0001)</td>
</tr>
<tr>
<td>L1 Regular Special Faculty Salary</td>
<td>00 Ancillary/Retired</td>
</tr>
<tr>
<td>M1 Regular Academic Administrator Salary</td>
<td>100%-50% (at 5% increments) for 12 mo</td>
</tr>
<tr>
<td>N1 Regular Administrator Salary</td>
<td>NE Not eligible</td>
</tr>
<tr>
<td>S1 Student Worker Salary</td>
<td>Work Schedule Rule (IT0007)</td>
</tr>
<tr>
<td>S2 Student Worker Hourly</td>
<td>5 days at 10 hours</td>
</tr>
<tr>
<td>V0 Volunteer without pay</td>
<td>5 days at 8 hours</td>
</tr>
<tr>
<td>W1 Temporary Non-Faculty Salary</td>
<td>5 days Temp/Student/Other Hourly</td>
</tr>
<tr>
<td>W2 Temporary Non-Faculty Hourly</td>
<td>5 days Evening Shift 10%</td>
</tr>
<tr>
<td>Y1 Temporary Office/Service</td>
<td>5 days Night Shift 10%</td>
</tr>
<tr>
<td>Z1 Temporary Managerial/Professional</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate/Salary Change Reason Code (IT0000)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>00 Error Correction</td>
<td>0 days at 8 hours</td>
</tr>
<tr>
<td>01 Annual Adjustment</td>
<td>7 days Temp/Student/Other Hourly</td>
</tr>
<tr>
<td>02 Performance Adjustment</td>
<td>7 days Evening Shift 10%</td>
</tr>
<tr>
<td>03 Market Adjustment</td>
<td>7 days Night Shift 10%</td>
</tr>
<tr>
<td>04 Position Re-evaluation</td>
<td></td>
</tr>
<tr>
<td>05 Probationary Increase</td>
<td></td>
</tr>
<tr>
<td>06 Equity Adjustment</td>
<td></td>
</tr>
<tr>
<td>07 Additional Responsibilities</td>
<td></td>
</tr>
<tr>
<td>08 End Additional Responsibilities</td>
<td></td>
</tr>
<tr>
<td>09 Change in Payment Schedule</td>
<td></td>
</tr>
<tr>
<td>10 Administrative Adjustment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational Changes Reason Code (IT0000)</th>
<th>Employment % FTE Change Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Promotion Within</td>
<td>01 Change Employment %</td>
</tr>
<tr>
<td>02 Promotion/Transfer</td>
<td>02 Change Benefit % Elig to NE</td>
</tr>
<tr>
<td>03 Lateral Within</td>
<td>03 Schedule Change</td>
</tr>
<tr>
<td>04 Lateral Transfer</td>
<td>04 Change Benefits % Elig to Elig</td>
</tr>
<tr>
<td>05 Demotion Within</td>
<td>Title Modifier (IT9001)</td>
</tr>
<tr>
<td>06 Demotion/Transfer</td>
<td>1 Acting</td>
</tr>
<tr>
<td>07 Position Add/Change</td>
<td>2 Interim</td>
</tr>
<tr>
<td>08 Reclassification</td>
<td>3 Adjunct</td>
</tr>
<tr>
<td>09 Other Status Change</td>
<td>4 Courtesy</td>
</tr>
<tr>
<td>10 Extension of Appointment</td>
<td>5 Visiting</td>
</tr>
<tr>
<td></td>
<td>6 Emeritus</td>
</tr>
<tr>
<td>Separation/Transfer -Out Reason Code (IT0000)</td>
<td>Education (IT0022)</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>01 Termination</td>
<td>CC Community College</td>
</tr>
<tr>
<td>02 Appointment/funding expired</td>
<td>HS High School</td>
</tr>
<tr>
<td>03 Retirement</td>
<td>O Other</td>
</tr>
<tr>
<td>05 Resignation</td>
<td>PS Professional School</td>
</tr>
<tr>
<td>06 Death</td>
<td>TR Trad School</td>
</tr>
<tr>
<td>07 Unable to Perform Job Functions</td>
<td>TS Technical School</td>
</tr>
<tr>
<td>08 Other</td>
<td>UC University/College</td>
</tr>
<tr>
<td>09 New Job</td>
<td></td>
</tr>
<tr>
<td>21 No Return from LOA</td>
<td></td>
</tr>
<tr>
<td>23 Position Eliminated</td>
<td></td>
</tr>
<tr>
<td>50 Unsatisfactory Performance- Probation</td>
<td></td>
</tr>
<tr>
<td>58 Work Permissibility Expired</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Length (IT0007)</th>
<th>Qualifications (IT0024)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Academic Year 9mo/9mo</td>
<td>2 Driver's license</td>
</tr>
<tr>
<td>02 Academic Year 9mo/12mo</td>
<td>3 Lift 50lbs</td>
</tr>
<tr>
<td>03 10mo/10mo</td>
<td>4 Programming Language Skills</td>
</tr>
<tr>
<td>04 10mo/10mo</td>
<td>5 Foreign Language Skills</td>
</tr>
<tr>
<td>05 Summer Session</td>
<td>6 Related Maintenance Skills</td>
</tr>
<tr>
<td>06 Fall Semester</td>
<td>7 Related Trade Skills</td>
</tr>
<tr>
<td>07 Spring Semester</td>
<td>8 Related Clinical Skills</td>
</tr>
<tr>
<td>08 Other</td>
<td>9 Related Service Skills</td>
</tr>
<tr>
<td>09 Spring Semester 8 mo</td>
<td>10 Related Technical Skills</td>
</tr>
<tr>
<td>11 11mo/12mo</td>
<td>11 Related Management Skills</td>
</tr>
<tr>
<td>12 12mo/12mo</td>
<td>12 Related Communication Skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Water Type (IT0008)</th>
<th>Date Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 Hourly Rate</td>
<td>01 Leave Accrual Date</td>
</tr>
<tr>
<td>1003 Regular Monthly</td>
<td>40 First Working Day (this position)</td>
</tr>
<tr>
<td>1004 10mo/12mo Salary</td>
<td>42 Last Workign day (at UNL)</td>
</tr>
<tr>
<td>1005 Summer Instruction</td>
<td>FS F-1 Special Permit</td>
</tr>
<tr>
<td>1007 2 Sem/8mo</td>
<td>GF Grad Faculty Fellow</td>
</tr>
<tr>
<td>1008 9mo/12mo Salary</td>
<td>GM Grad Faculty Member</td>
</tr>
<tr>
<td>1010 Admin Stipend- Salary</td>
<td>I9 I-9 Date</td>
</tr>
<tr>
<td>1018 Grant Report Exception</td>
<td>QR Faculty Equivalent Rank</td>
</tr>
<tr>
<td>1036 Temp 9mo/12mo Salary</td>
<td>RE 401a Eligibility</td>
</tr>
<tr>
<td>1037 Temp Salary/Graduate Salary</td>
<td>RT Resident Alien Tax Status</td>
</tr>
<tr>
<td>1406 Regent, College, Distinguished, Program Prof</td>
<td>TD Tenure Date</td>
</tr>
<tr>
<td>9XXX Non-Resident Alien Compensation</td>
<td>TN Tenure Notification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monitoring of Dates</th>
<th>05 Daily Allowance 74 Disciplinary Probation Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Probation Expires</td>
<td>20 Return from LOA expires</td>
</tr>
<tr>
<td>02 Appointment Expires</td>
<td>70 Next Review Date</td>
</tr>
<tr>
<td>03 Visa Expires</td>
<td>71 Work Permit Expires</td>
</tr>
<tr>
<td>04 Work Authorization</td>
<td></td>
</tr>
</tbody>
</table>
Routing Process of PAF Forms

*Faculty, Staff and Administrators falling under Academic Affairs*
Initiating Department > Dean/Director > Academic Affairs > Human Resources

*Staff and Administrators falling under Student Success*
Initiating Department > Director/Department Head > Student Success > Human Resources

*Graduate Assistants*
Initiating Department > Dean/Director > Graduate Studies > Human Resources

*Student Worker/Work Study*
Initiating Department > Dean/Director > Financial Support/Scholarship (if Work Study) >
Student Employment > Human Resources

*All Other Staff*
Initiating Department > Dean/Department Head > Human Resources

Note: PAFs for positions receiving funding from a grant should also be routed through Grants Accounting

Clarification of VISA Types and Documents that Establish Identity and Employment Eligibility for Form I-9

**B1** Visitor for Business - Volunteer Status ONLY, no salary or honorarium is permitted.
Reimbursement for travel and subsistence only

**B2** Visitor for Pleasure - No Employment is Permitted

**F1** Student - Form I-94 and Form I-20 required

**F2** Spouse or Child of Student - Form I-94 indicating employment has been authorized by INS required.

**H1** Temporary Worker in a Specialty Occupation - Form I-94 and I-797 required.

**H4** Spouse or Child of Temporary Worker - Form I-94 indicating employment has been authorized by INS required.

**J1** Exchange visitor - Form I-94 and Form IAP-66 required

**J2** Spouse or Child of Exchange Visitor - Form I-94 indicating employment has been authorized by INS required.

**K1** Fiance(e) of US Citizen - Form I-94 indicating employment has been authorized by INS required.

**IM** Immigrant/Resident Alien/Refugee - Form I-551 (resident alien card) or Unexpired foreign Passport with I551-Stamp required

**EA** Employment Authorization - Form I-688A or Form I-688B (Employment Authorization Card) required.

**TN** Canada-U.S. Free Trade Agreement - Form I-94 indicating employment has been authorized by INS required.

**O1** Person of Extraordinary Ability - Form I-94 and Form I-797A required

**R1** Religious Worker - Form I-94. No compensation is permitted

Questions

Academic Affairs - 4-2262
Graduate Studies - 4-2341
Financial Support/Scholarship - 4-2327
HR Records - 4-3886

HR Payroll - 4-2325
Student Employment - 4-2567
Budget - 4-2244
Benefits - 4-3660
PAF Example - New Hire

**Effective Dates of Action (MM/DD/YYYY):**
- Start/Stop Date: From 02/02/2020 to 02/10/2020

**Description of Action (mark appropriate box):**
- New Hire
- New Status
- Separation
- Rehire
- Rehire as Volunteer
- Employment Freeze
- Employment Freeze Release
- Employment Freeze Release to Salary
- Transfer Within Org Unit
- Transfer to Org Unit

**Action:**
- Position # 24346
- Position Title: Staff Secretary II

**Personal Data (IT002):**
- Refer to Personal Data Form

**Organizational Assignment (IT0001):**
- Position Number: 44039
- Time Category: 001
- Time Type: 000
- Staff Category: B

**All Current Positions at the University:**
- Position Number: 44039
- Position Title: Staff Secretary II
- Staff Category: B
- Staff Category: 100%

**Addresses (IT0006):**
- Refer to Personal Data Form

**Planned Working Time (IT0007):**
- Work schedule type:
  - Full-time
  - Average Hours per Week
  - Other Hours per Day

**Basic Pay (IT0006):**
- Wage Type: 1001
- Amount: $0

**Cost Distribution (IT0027):**
- Note: Percentage must equal 100% for any given point in time

**Paid Appointments (IT006):**
- Start Date: 02/02/2020
- End Date: 02/10/2020
- Title: Staff Secretary II

**Unpaid Appointments (IT5001):**
- Additional Personal Data: Refer to Personal Data Form

**Date Specifications (IT0109 or IT0441):**
- To be completed by Human Resources
  - University Service Date
  - Leave Annual Date
  - Leave Annual Date

**Education & Qualifications (IT0990):**
- Refer to Personal Data Form

**Additional Comments or Exceptions:**

**Approval Signatures:**
- Signature (Employee Completing Form)
- Signature (Name)
- Signature (Name)
- Signature (Name)

**Notes to Completer:**
- To be completed by Academic Affairs
  - Bargaining Unit/Div.
  - Faculty Rank/Date
  - Tenure
  - Dates

---

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.
### PAF Example – Student New Hire

#### Personnel Action Form

<table>
<thead>
<tr>
<th>Effective Dates of Action</th>
<th>Appointments Effective Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student New Hire Example</td>
<td>09/22/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/22/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of Action</td>
<td>(work appropriate box)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student New Hire Example</td>
<td>09/22/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/22/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Personel Data

- Reason Code: 000000
- Position Title: Student New Hire
- Position Number: 12
- Org. Unit Phone: 42072

#### Organizational Assignment

- Benefits: % of Base: 1234567, % of FTE: 1234567
- FTE Type: Full Time
- FTE Hours: 40
- FTE Weeks: 52
- FTE Months: 12

#### All Current Positions at the University

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Position Title</th>
<th>Stated Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student New Hire</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>Student New Hire</td>
<td>100%</td>
</tr>
<tr>
<td>3</td>
<td>Student New Hire</td>
<td>100%</td>
</tr>
</tbody>
</table>

#### Planned Working Time

- Work Schedule Code: Work 100% Full Time
- Regular Work Schedule: 40 hours per week
- FTE Hours: 40
- FTE Weeks: 52
- FTE Months: 12

#### Basic Pay

- Wage Type: Hourly
- Rate: $12.56
- Total Pay: $5020.80
- FTE: 100%

#### Cost Distribution

- Cost Center: 66666
- Budgeted Annual Salary: $50,208.00
- % of Cost Distribution: 100%

#### Paid Appointments

- Start Date: 09/22/2019
- End Date: 09/22/2020
- Title/Mod: Student New Hire
- Enrollment: 1234567
- Other Details: 1234567

#### Unpaid Appointments

- Start Date: 09/22/2019
- End Date: 09/22/2020
- Title/Mod: Student New Hire
- Enrollment: 1234567
- Other Details: 1234567

#### Additional Comments or Exceptions

- Approval Signatures
- Notes to Completer

---

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.
PAF Example – Salary Change

<table>
<thead>
<tr>
<th>Person Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Initial</th>
<th>W</th>
<th>Org. Unit Phone</th>
<th>4920</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Last</td>
<td>First</td>
<td>Middle</td>
<td>Initial</td>
<td>W</td>
<td>Org. Unit Phone</td>
<td>4920</td>
</tr>
</tbody>
</table>

**Personnel Action Form**

**Effective Dates of Action** (MM/DD/YYYY)
- Start Date: 12/22/2010
- End Date: 12/21/2011

**Description of Action**
- Position 2: Salary Change

**Organizational Assignment** (IT0000)

**Personal Data** (IT0010)

**Cost Distribution** (IT0027)

<table>
<thead>
<tr>
<th>Cost Center / WBS Element</th>
<th>Position Number</th>
<th>Rate</th>
<th>Monthly Rate</th>
<th>% of Cost Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>41101200102</td>
<td>9400</td>
<td>1201</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

**Address**
- Position 2: 2000 University Drive, Lincoln, NE 68588

**Planned Working Time** (IT0007)

**Basic Pay** (IT0008)

**Bank Details** (IT0009) / Tax RICA (IT0103) / Tax Withholding: W-4/RE (IT0105)

**Date Specifications** (IT0109) or IT0401
- Start Date: 12/22/2010
- End Date: 12/21/2011
- Title Modifier: C2

**Additional Comments or Exceptions**

**Approval Signatures**

**Notes to Completer**
- (To be completed by Academic Affairs)

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.
The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

PAF Example – Organizational Change
# PAF Example - Separation

**Personnel Action Form**

**Employee Name:**
- Last: Burke
- First: John
- Middle Initial: M

**Personnel #:** 25114

**Organizational Unit Name:** MPER

**Effective Dates of Action (MMDDYYYY):**
- From: [Date]
- To: [Date]

**Description of Action:**
- [List of actions]

**Action:**
- [List of actions]

**Position Title:** Computer Operator III

**Organizational Assignment:**
- [List of assignments]

**All Current Positions at the University:**
- [List of positions]

**Planned Working Time:**
- [Number of hours]

**Basic Pay:**
- [Wage Type] Ant 1

**Cost Distribution (IT0927):**

<table>
<thead>
<tr>
<th>Cost Center/WBS Element</th>
<th>Position Category</th>
<th>Position #</th>
<th>Title Modifier</th>
<th>Employee Subgroup</th>
<th>Budgeted Annual Salary</th>
<th>OR 5C</th>
<th>Amount To Be Paid</th>
<th>FTE %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Paid Appointments (IT0001):**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Position #</th>
<th>Title</th>
<th>Title Modifier</th>
<th>Organizational Unit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Unpaid Appointments (IT0001):**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date Specifications (IT0010 or IT0041):**

- To be completed by Human Resources

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes to Completer:**

- [Details]
- [Signature]
- [Date]

---

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.
Recurring Payment/Additional Payment Form Example