Personnel Action Form Manual
University of Nebraska at Omaha
Human Resources

02/23/2023

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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

- o   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
  - o   Enter the position number, position title and staffing percentage for each job the individual holds at the University.
  - o   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
  - o   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
  - o   01-Academic Year Paid 9/9 Months
  - o   02-Academic Year Paid 9/12 Months
  - o   03-10/10 Months
  - o   O5-Summer Session
  - o   06-Fall Session
  - o   07-Spring Session
  - o   08-Other
  - o   09-Spring Summer/8 Months
  - o   12-12/12 Months
- • Enter the Leave Plan Code
  - o   0B- Biweekly, Not Eligible
  - o   0M- Monthly, Not eligible
  - o   2A- 12mo Academic/Administrative Vacation/Sick Leave

  - o   1B- Biweekly Managerial/Professional Vacation/Sick Leave
  - o   2B- 12 month Managerial/Professional Vacation/Sick Leave
  - o   1C- Biweekly Office/Service Vacation/Sick Leave
- • Enter the Employment % (FTE)
  - o   This percentage refers to how many hours an individual works per week and can range from 1 to 100.
  - o   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).
  - o 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.
  - o Enter the FTE
- Unpaid Appointments
  - o 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
  - o Enter I-9 Date and First working date for all paid employee hires (staff, students, faculty)
  - o Enter the last working date if the PAF is noting a separation
  - o Enter Tenure Date and Tenure Notify Date, if applicable.
  - o 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.

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.

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.

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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.

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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

Employee Subgroup (ESG)

A1	Regular Other Academic Salary
B2	Regular Managerial/Professional Salary
B2	Regular Managerial/Professional Hourly
C2	Regular Office/Service Hourly
D1	Student Graduate Assistant Salary
F1	Temporary Academic Salary
J1	Regular Specific Term Faculty Salary
K1	Regular Tenured Faculty Salary
L1	Regular Special Faculty Salary
M1	Regular Acadmic Administrator Salary
N1	Regular Administrator Salary
S1	Student Worker Salary
S2	Student Worker Hourly
V0	Volunteer without pay
W1	Temporary Non-Faculty Salary
W2	Temporary Non-Faculty Hourly
Z2	Temporary Office/Service
Y1	Temporary Managerial/Professional

Rate/Salary Cange Reason Code (IT0000)

00	Error Correction
01	Annual Adjustment
02	Performance Adjustment
03	Market Adjustment
04	Position Re-evaluation
05	Probationary Increase
06	Equity Adjustment
07	Additional Responsibilites
08	End Additional Responsibilities
09	Change in Payment Schedule
10	Administrative Adjustment

Organizational Changes Reason Code (IT0000)

01	Promotion Within
02	Promotion/Transfer
03	Lateral Within
04	Lateral Transfer
05	Demotion Within
06	Demotion/Transfer
07	Position Add/Change
08	Reclassification
09	Other Status Change
10	Extension of Appointment

Leave of Absense Reason Code (IT0000)

01	Academic
02	Military
03	Personal
04	Disability
05	Educational Development
06	Faculty Development
08	Family Medical Leave Act (FMLA

Benefits % (IT0001)

00	Anciliary/Retired

100%-50% (at 5% increments) for 12 mo

NE	Not eligible

Work Schedule Rule (IT0007)

5 days at 10 hours
5 days at 8 hours
5 days Temp/Student/Other Hourly
5 days Evening Shift 10%
5 days Night Shift 10%
7 days at 10 hours
7 day sat 8 hours
7 days Temp/Student/Other Hourly
7 days Evening Shift 10%
7 days Night Shift 10%

Leave Plan (IT0007)

0B	Biweekly Not Eligible
0M	Monthly Not Eligible
2A	12 mo Academic/Admin Vacation/Sick Leave
1B	Biweekly M/P Vacation/Sick Leave
2B	12 Month M/P Vacation/Sick Leave
1C	Biweekly O/S Vacation Sick Leave

Employment % FTE Change Reason

01	Change Employment %
02	Change Benefit % Elig to NE
03	Schedule Change
04	Change Benefits % Elig to Elig

Title Modifier (IT9001)

1	Acting
2	Interim
3	Adjunct
4	Courtesy
5	Visiting
6	Emeritus

Separation/Transfer -Out Reason Code (IT0000)
01 Termination
02 Appointment/funding expired
03 Retirement
05 Resignation
06 Death
07 Unable to Perform Job Functions
08 Other
09 New Job
21 No Return from LOA
23 Position Eliminiated
50 Unsatisfactory Performance- Probation
58 Work Permissibility Expired

Contract Length (IT0007)
01 Academic Year 9mo/9mo
02 Academic Year 9mo/12mo
03 10mo/10mo
04 10mo/10mo
05 Summer Session
06 Fall Semester
07 Spring Semester
08 Other
09 Spring Semester 8 mo
11 11mo/12mo
12 12mo/12mo

Wate Type (IT0008)
1001 Hourly Rate
1003 Regular Monthly
1004 10mo/12mo Salary
1005 Summer Instruction
1007 2 Sem/8mo
1008 9mo/12mo Salary
1010 Admin Stipend- Salary
1018 Grant Report Exception
1036 Temp 9mo/12mo Salary
1037 Temp Salary/Gradudate Salary
1406 Regent, College, Distingushed, Program Prof
9XXX Non-Reseident Alien Compensation

Monitoring of Dates
01 Probation Expires
02 Appointment Expires
03 Visa Expires
04 Work Authorization

Education (IT0022)
CC Community College
HS High School
O Other
PS Professional School
TR Trad Sechool
TS Technical School
UC University/College

Qualifications (IT0024)
2 Driver's license
3 Lift 50lbs
4 Programming Language Skills
5 Foreign Language Skills
6 Rlated Maintenance Skills
7 Related Trade Skils
8 Related Clinical Skills
9 Related Service Skills
10 Related Technical Skills
11 Related Management Skills
12 Related Communication Skills
13 License
14 Certification
15 Keyboarding/Typing Skills
16 Software Package Experience
17 Previous Experience

Date Specifications
01 Leave Accrual Date
40 First Working Day (this positon)
42 Last Workign Day (at UNL)
FS F-1 Special Permit
GF Grad Faculty Fello
GM Grad Faculty Member
I9 I-9 Date
QR Faculty Equivalent Rank
RE 401a Eligiblility
RT Resident Alien Tax Status
TD Tenure Date
TN Tenure Notification
U4 Benefits Hire Date
UD University Service Date

05 Daily Allowance
20 Return from LOA
70 Next Review Date
71 Work Permit Expires
74 Disciplinary Probation Expires

Routing Process of PAF Forms

Faculty, Staff and Adminstrators 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>Gaduate 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 Eligiblity for Form I9

B1 Visitor for Business- Volunteer Status ONLY, no salary or honorarium is permitted. Reimbursment for travle and subsistence only

B2 Visitor for Pleasure- No Employment is Permitted

F1 Student- Form I94 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 I94 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 Extraoradinary Ability- Form I-94 and Form I-797A required

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

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

Questions
HR Payroll - 4-2325
Student Employment - 4-2567
Budget - 4-2244
Benefits - 4-3660

PAF Example - New Hire

Employee Name   Last Burke   First Isaiah   Middle Initial W
Personnel #
Organizational Unit Name   HPER   Org. Unit Phone 4-2573

Personnel Action Form

EFFECTIVE DATES OF ACTION *(MM/DD/YYYY):*
Appointment Effective Date   FROM 10/22/2010   TO 12/31/9999
Start/Stop Pay Date   FROM 10/22/2010   TO 12/31/9999

DESCRIPTION OF ACTION *(mark appropriate box)*   New Hire Example

- [x] New Hire
- [ ] Student Hire   CrHrs _____
- [ ] Ancillary Hire
- [ ] Volunteer Hire
- [ ] NonResAlien Hiring Addendum
- [ ] Campus Transfer In

- [ ] Rehire
- [ ] Rehire as Volunteer
- [ ] Rehire as Ancillary
- [ ] Funding Change
- [ ] Employment % - FTE Change *
- [ ] Salary/Rate Change *
- [ ] Organizational Change*

- [ ] Separation *
- [ ] Employment Pause
- [ ] Campus Transfer Out*
- [ ] LOA without Pay*
- [ ] LOA with Pay*
- [ ] Return from LOA

* Requires a Reason Code

ACTION (IT0000)
Reason Code _____   Position # 64596   Position Title Staff Secretary III

PERSONAL DATA (IT0002)   *refer to Personal Data Form*

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % *(Contribution percentage toward benefits for contractual period):*
100   for 12 month   _____ for 9/10 month   _____ Ret/Ancil   _____ Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

	Position Number	Position Title	Staffing Percent
This Position	64596	Staff Secretary III	100
2			
3			
4			
5			
		TOTAL	=100%

ADDRESSES (IT0006)   *refer to Personal Data Form*

PLANNED WORKING TIME (IT0007)
Work schedule rule:
- [ ] Salary
- [x] Positive Time Reporting
  M-F @ 8 hours/day x   Number of hours scheduled per week   40
  Shift   *(Include total time worked at the University in all positions)*
  Other hours per day
  Shift

Contract Length Code: _____   Leave Plan Code: 1C   Employment % (FTE): 100

BASIC PAY (IT0008)
Wage Type 1001   Amt $ 9.074   [x] hr [ ] mo   Wage Type _____ Amt $ _____ [ ] hr [ ] mo
Wage Type _____   Amt $ _____ [ ] hr [ ] mo   Wage Type _____ Amt $ _____ [ ] hr [ ] mo

COST DISTRIBUTION (IT9027)

Cost Center / WBS Element	Start/End date of CC/WBS (if needed)	Position Number	Wage Type	Hourly or Monthly Rate	% of Cost Distribution
4110100100		64596	1001	9.074	75
4342550100		64596	1001	9.074	25
Note: Percentage must equal 100% for any given point in time			TOTAL		= 100 %

PAID APPOINTMENTS (IT9001)

Start Date	End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary	OR	Amount To Be Paid	FTE % relative to full
10/22/2010	12/31/9999	64596		2	18873.92			100

UNPAID APPOINTMENTS (IT9001)

Start Date	End Date	Title	Title Modifier	Organizational Unit Number

BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210)
ADDITIONAL PERSONAL DATA   *refer to Personal Data Form*

DATE SPECIFICATIONS (IT0019 or IT0041)
When entering in date use Month/day/year
I-9 Date *required*   10/22/2010
First Working Date *required*   10/22/2010
Last Working Date *required*
Keep Services Active _____

(To be completed by Human Resources)
University Service Date _____
Leave Accrual Date _____
Probation End Date _____
Next Review Date _____

EDUCATION & QUALIFICATIONS (IT0009)   *refer to Personal Data Form*

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES:

Signature (Employee Completing Form)	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

NOTES TO COMPLETER
PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Acknowledgements are completed in Docusign. Send signed offer letter and other supporting documentation to HR at unorecords@unomaha.edu.

(To be completed by Academic Affairs)
Bargaining Unit In/Out _____
Faculty Rank Date _____
Graduate Faculty Date _____
Tenure Notification Date _____
Tenure Date _____

| | UNIVERSITY OF NEBRASKA AT OMAHA

PAF Example – Student New Hire

Employee Name Last Burke First Isaiah Middle Initial W
Personnel #
Organizational Unit Name HPER Org. Unit Phone 4-2573

Personnel Action Form

EFFECTIVE DATES OF ACTION *(MM/DD/YYYY)*:
Appointment Effective Date FROM 10/22/2010 TO 12/31/9999
Start/Stop Pay Date FROM 10/22/2010 TO 12/31/9999

DESCRIPTION OF ACTION (mark appropriate box)   Student New Hire Example

☐ New Hire		☐ Rehire		☐ Separation *	
☑ Student Hire	CrHrs 12	☐ Rehire as Volunteer		☐ Employment Pause	
☐ Ancillary Hire		☐ Rehire as Ancillary		☐ Campus Transfer Out*	
☐ Volunteer Hire		☐ Funding Change		☐ LOA without Pay*	
☐ NonResAlien Hiring Addendum		☐ Employment % - FTE Change *		☐ LOA with Pay*	
☐ Campus Transfer In		☐ Salary/Rate Change *		☐ Return from LOA	
		☐ Organizational Change*		* Requires a Reason Code	

ACTION (IT0000)
Reason Code _____ Position # 64596 Position Title Student Worker

PERSONAL DATA (IT0002) *refer to Personal Data Form*

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
_____ for 12 month _____ for 9/10 month _____ Ret/Ancil ☒ Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

	Position Number	Position Title	Staffing Percent
This Position	64596	Student Worker	.49
2			
3			
4			
5			
		TOTAL	=100%

ADDRESSES (IT0006) *refer to Personal Data Form*

PLANNED WORKING TIME (IT0007)
Work schedule rule:
☐ Salary ☑ Positive Time Reporting
  M-F @ 8 hours/day _____ Number of hours scheduled per week _____
  Shift _____ (Include total time worked at the University in all positions)
  Other hours per day 3 _____
  Shift _____

Contract Length Code: 08 Leave Plan Code: 0B Employment % (FTE): 49%

BASIC PAY (IT0008)

Wage Type	1001	Amt $ 9.074	☑ hr	☐ mo	Wage Type _____	Amt s _____	☐ hr	☐ mo
Wage Type _____		Amt $ _____	☐ hr	☐ mo	Wage Type _____	Amt s _____	☐ hr	☐ mo

COST DISTRIBUTION (IT9027)

Cost Center / WBS Element	Start/End date of CC/WBS (if needed)	Position Number	Wage Type	Hourly or Monthly Rate	% of Cost Distribution
4110100100		64596	1001	9.074	75
4342550100		64596	1001	9.074	25
Note: Percentage must equal 100% for any given point in time			TOTAL		= 100 %

PAID APPOINTMENTS (IT9001)

Start Date	End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary	OR ⟺	Amount To Be Paid	FTE % relative to full
10/22/2010	12/31/9999	64596		2	9248.22			49%

UNPAID APPOINTMENTS   (IT9001)

Start Date	End Date	Title	Title Modifier	Organizational Unit Number

BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210)
ADDITIONAL PERSONAL DATA *refer to Personal Data Form*

DATE SPECIFICATIONS   (IT0019 or IT0041) (To be completed by Human Resources)
When entering in date use Month/day/year University Service Date _____
I-9 Date *required* 10/22/2010 Leave Accrual Date _____
First Working Date *required* 10/22/2010 Probation End Date _____
Last Working Date *required* _____ Next Review Date _____
Keep Services Active _____

EDUCATION & QUALIFICATIONS (IT0009) *refer to Personal Data Form*

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES:

Signature (Employee Completing Form)	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

NOTES TO COMPLETER (To be completed by Academic Affairs)
PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Bargaining Unit In/Out _____
Acknowledgements are completed in Docusign. Send signed offer letter and Faculty Rank Date _____
other supporting documentation to HR at unorecords@unomaha.edu. Graduate Faculty Date _____
  Tenure Notification Date _____
  Tenure Date _____

PAF Example – FTE Change

UNIVERSITY OF NEBRASKA AT OMAHA

50%

| Employee Name | Last | Burke | First | Isaiah | Middle Initial | W |

Personnel #

Organizational Unit Name HPER   Org. Unit Phone 4-2573

Personnel Action Form

EFFECTIVE DATES OF ACTION (MM/DD/YYYY):
Appointment Effective Date FROM 10/22/2010   TO 12/31/9999
Start/Stop Pay Date FROM 10/22/2010   TO 12/31/9999

DESCRIPTION OF ACTION (mark appropriate box)   FTE Change Example

- [ ] New Hire
- [ ] Student Hire   CrHrs
- [ ] Ancillary Hire
- [ ] Volunteer Hire
- [ ] NonResAlien Hiring Addendum
- [ ] Campus Transfer In

- [ ] Rehire
- [ ] Rehire as Volunteer
- [ ] Rehire as Ancillary
- [ ] Funding Change
- [x] Employment % - FTE Change *
- [ ] Salary/Rate Change *
- [ ] Organizational Change*

- [ ] Separation *
- [ ] Employment Pause
- [ ] Campus Transfer Out*
- [ ] LOA without Pay*
- [ ] LOA with Pay*
- [ ] Return from LOA

* Requires a Reason Code

ACTION (IT0000)
Reason Code 01   Position # 64596   Position Title Secretary II

PERSONAL DATA (IT0002)   refer to Personal Data Form

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
100   for 12 month   _____ for 9/10 month   Ret/Ancil _____ Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

	Position Number	Position Title	Staffing Percent
This Position	64596	Student Worker	100
2			
3			
4			
5			
		TOTAL	=100%

50%

ADDRESSES (IT0006)   refer to Personal Data Form

PLANNED WORKING TIME (IT0007)
Work schedule rule:

- [ ] Salary
- [x] Positive Time Reporting
  M-F @ 8 hours/day x
  Shift
  Other hours per day
  Shift

Number of hours scheduled per week _____
(Include total time worked at the University in all positions)

Contract Length Code: _____   Leave Plan Code: _____   Employment % (FTE): .5

BASIC PAY (IT0008)

COST DISTRIBUTION (IT9027)

Cost Center / WBS Element	Start/End date of CC/WBS (if needed)	Position Number	Wage Type	Hourly or Monthly Rate	% of Cost Distribution
4110100100		64596	1001	9.074	75
4342550100		64596	1001	9.074	25
Note: Percentage must equal 100% for any given point in time			TOTAL		= 100 %

PAID APPOINTMENTS (IT9001)

Start Date	End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary	OR ⟺	Amount To Be Paid	FTE % relative to full
10/22/2010	12/31/9999	64596		2	18873.92			.5

UNPAID APPOINTMENTS (IT9001)

Start Date	End Date	Title	Title Modifier	Organizational Unit Number

BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210)
ADDITIONAL PERSONAL DATA   refer to Personal Data Form

PAF Example – Salary Change

Employee Name Last Burke First Isaiah Middle Initial W
Personnel #
Organizational Unit Name HPER Org. Unit Phone 4-2573

Personnel Action Form

EFFECTIVE DATES OF ACTION *(MM/DD/YYYY):*
Appointment Effective Date FROM 10/22/2010 TO 12/31/9999
Start/Stop Pay Date FROM TO

DESCRIPTION OF ACTION (mark appropriate box) — Pay Rate Change Example

- New Hire
- Student Hire CrHrs
- Ancillary Hire
- Volunteer Hire
- NonResAlien Hiring Addendum
- Campus Transfer In
- Rehire
- Rehire as Volunteer
- Rehire as Ancillary
- Funding Change
- Employment % - FTE Change *
- ☒ Salary/Rate Change *
- Organizational Change*
- Separation *
- Employment Pause
- Campus Transfer Out*
- LOA without Pay*
- LOA with Pay*
- Return from LOA
- * Requires a Reason Code

ACTION (IT0000)
Reason Code 05 Position # 64596 Position Title Secretary II

PERSONAL DATA (IT0002) *refer to Personal Data Form*

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % *(Contribution percentage toward benefits for contractual period):*
for 12 month for 9/10 month Ret/Ancil Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

	Position Number	Position Title	Staffing Percent
This Position			
2			
3			
4			
5			
		TOTAL	=100%

COST DISTRIBUTION (IT9027)

Cost Center / WBS Element	Start/End date of CC/WBS (if needed)	Position Number	Wage Type	Hourly or Monthly Rate	% of Cost Distribution
4110100100		64596	1001	10.00	100
Note: Percentage must equal 100% for any given point in time				TOTAL	= 100 %

PAID APPOINTMENTS (IT9001)

Start Date	End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary	OR	Amount To Be Paid	FTE % relative to full
10/22/2010	12/31/9999	64596		C2	20800			100

UNPAID APPOINTMENTS (IT9001)

Start Date	End Date	Title	Title Modifier	Organizational Unit Number

ADDRESSES (IT0006) *refer to Personal Data Form*

PLANNED WORKING TIME (IT0007)
Work schedule rule:
- Salary
- ☑ Positive Time Reporting
  - M-F @ 8 hours/day x
  - Shift
  - Other hours per day
  - Shift

Number of hours scheduled per week
(Include total time worked at the University in all positions)

Contract Length Code: Leave Plan Code: Employment % (FTE): 100

BASIC PAY (IT0008)
Wage Type 1001 Amt $ 10.00 ☑ hr ☐ mo | Wage Type Amt $ ☐ hr ☐ mo
Wage Type Amt $ ☐ hr ☐ mo | Wage Type Amt $ ☐ hr ☐ mo

BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210)
ADDITIONAL PERSONAL DATA *refer to Personal Data Form*

DATE SPECIFICATIONS (IT0019 or IT0041)
When entering in date use Month/day/year
I-9 Date *required*
First Working Date *required*
Last Working Date *required*
Keep Services Active

(To be completed by Human Resources)
University Service Date
Leave Accrual Date
Probation End Date
Next Review Date

EDUCATION & QUALIFICATIONS (IT0009) *refer to Personal Data Form*

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES:

Signature (Employee Completing Form)	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

NOTES TO COMPLETER
PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Acknowledgements are completed in Docusign. Send signed offer letter and other supporting documentation to HR at unorecords@unomaha.edu.

(To be completed by Academic Affairs)
Bargaining Unit In/Out
Faculty Rank Date
Graduate Faculty Date
Tenure Notification Date
Tenure Date

PAF Example – Organizational Change

Employee Name Last **Burke** First **Isaiah** Middle Initial **W**
Personnel # **25114**
Organizational Unit Name **HPER** Org. Unit Phone **4-2573**

Personnel Action Form

EFFECTIVE DATES OF ACTION *(MM/DD/YYYY)*:
Appointment Effective Date FROM **12/15/2013** TO **12/31/9999**
Start/Stop Pay Date FROM _____ TO _____

DESCRIPTION OF ACTION (mark appropriate box) **Org. Change Example**

- [ ] New Hire
- [ ] Student Hire CrHrs _____
- [ ] Ancillary Hire
- [ ] Volunteer Hire
- [ ] NonResAlien Hiring Addendum
- [ ] Campus Transfer In

- [ ] Rehire
- [ ] Rehire as Volunteer
- [ ] Rehire as Ancillary
- [ ] Funding Change
- [ ] Employment % - FTE Change *
- [ ] Salary/Rate Change *
- [x] Organizational Change*

- [ ] Separation *
- [ ] Employment Pause
- [ ] Campus Transfer Out*
- [ ] LOA without Pay*
- [ ] LOA with Pay*
- [ ] Return from LOA
- * Requires a Reason Code

ACTION (IT0000)
Reason Code **01** Position # **64596** Position Title **Computer Operator III**

PERSONAL DATA (IT0002) *refer to Personal Data Form*

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
100 for 12 month _____ for 9/10 month _____ Ret/Ancil _____ Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

	Position Number	Position Title	Staffing Percent
This Position	69000	Computer Operator III	100
2			
3			
4			
5			
		TOTAL	=100%

ADDRESSES (IT0006) *refer to Personal Data Form*

PLANNED WORKING TIME (IT0007)
Work schedule rule:
- [ ] Salary
- [x] Positive Time Reporting
  M-F @ 8 hours/day x _____ Number of hours scheduled per week _____
  Shift _____ (Include total time worked at the University in all positions)
  Other hours per day _____
  Shift _____

Contract Length Code: **12** Leave Plan Code: **1C** Employment % (FTE): **100**

BASIC PAY (IT0008)
Wage Type **1001** Amt $ **12.34** [x] hr [ ] mo | Wage Type _____ Amt $ _____ [ ] hr [ ] mo
Wage Type _____ Amt $ _____ [ ] hr [ ] mo | Wage Type _____ Amt $ _____ [ ] hr [ ] mo

COST DISTRIBUTION (IT9027)

Cost Center / WBS Element	Start/End date of CC/WBS (if needed)	Position Number	Wage Type	Hourly or Monthly Rate	% of Cost Distribution
4110100100		69000	1001	12.34	100
Note: Percentage must equal 100% for any given point in time				TOTAL	= 100 %

PAID APPOINTMENTS (IT9001)

Start Date	End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary	OR ⟷	Amount To Be Paid	FTE % relative to full
12/15/2013	12/31/9999	64596		C2	25,673			100

UNPAID APPOINTMENTS (IT9001)

Start Date	End Date	Title	Title Modifier	Organizational Unit Number

BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210)
ADDITIONAL PERSONAL DATA *refer to Personal Data Form*

DATE SPECIFICATIONS   (IT0019 or IT0041) (To be completed by Human Resources)
When entering in date use Month/day/year University Service Date _____
I-9 Date *required* _____ Leave Accrual Date _____
First Working Date *required* _____ Probation End Date _____
Last Working Date *required* _____ Next Review Date _____
Keep Services Active _____

EDUCATION & QUALIFICATIONS (IT0009) *refer to Personal Data Form*

ADDITIONAL COMMENTS OR EXCEPTIONS:
_____

APPROVAL SIGNATURES:

Signature (Employee Completing Form)	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

NOTES TO COMPLETER
PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Acknowledgements are completed in Docusign. Send signed offer letter and other supporting documentation to HR at unorecords@unomaha.edu.

(To be completed by Academic Affairs)
Bargaining Unit In/Out _____
Faculty Rank Date _____
Graduate Faculty Date _____
Tenure Notification Date _____
Tenure Date _____

PAF Example - Separation

Personnel Action Form

Employee Name Last Burke First Isaiah Middle Initial W
Personnel # 25114
Organizational Unit Name HPER Org. Unit Phone 4-2573

EFFECTIVE DATES OF ACTION *(MM/DD/YYYY):*
Appointment Effective Date FROM TO 10/25/2020
Start/Stop Pay Date FROM TO

DESCRIPTION OF ACTION (mark appropriate box) Separation Example

- [ ] New Hire
- [ ] Student Hire CrHrs
- [ ] Ancillary Hire
- [ ] Volunteer Hire
- [ ] NonResAlien Hiring Addendum
- [ ] Campus Transfer In

- [ ] Rehire
- [ ] Rehire as Volunteer
- [ ] Rehire as Ancillary
- [ ] Funding Change
- [ ] Employment % - FTE Change *
- [ ] Salary/Rate Change *
- [ ] Organizational Change*

- [x] Separation *
- [ ] Employment Pause
- [ ] Campus Transfer Out*
- [ ] LOA without Pay*
- [ ] LOA with Pay*
- [ ] Return from LOA

* Requires a Reason Code

ACTION (IT0000)
Reason Code O2 Position # 64596 Position Title Computer Operator III

PERSONAL DATA (IT0002) *refer to Personal Data Form*

ORGANIZATIONAL ASSIGNMENT (IT0001)
Benefits % (Contribution percentage toward benefits for contractual period):
___ for 12 month ___ for 9/10 month ___ Ret/Ancil ___ Not Eligible

ALL CURRENT POSITIONS AT THE UNIVERSITY

	Position Number	Position Title	Staffing Percent
This Position			
2			
3			
4			
5			
		TOTAL	=100%

ADDRESSES (IT0006) *refer to Personal Data Form*

PLANNED WORKING TIME (IT0007)
Work schedule rule:
- [ ] Salary
- [ ] Positive Time Reporting
  M-F @ 8 hours/day ___
  Shift
  Other hours per day ___
  Shift

Number of hours scheduled per week ___
(Include total time worked at the University in all positions)

Contract Length Code: 1 Leave Plan Code: ___ Employment % (FTE): ___

BASIC PAY (IT0008)
Wage Type ___ Amt $ ___ [ ]hr [ ]mo Wage Type ___ Amt s ___ [ ]hr [ ]mo
Wage Type ___ Amt $ ___ [ ]hr [ ]mo Wage Type ___ Amt s ___ [ ]hr [ ]mo

COST DISTRIBUTION (IT9027)

Cost Center / WBS Element	Start/End date of CC/WBS (if needed)	Position Number	Wage Type	Hourly or Monthly Rate	% of Cost Distribution
Note: Percentage must equal 100% for any given point in time				TOTAL	= 100 %

PAID APPOINTMENTS (IT9001)

Start Date	End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary	OR ⇄	Amount To Be Paid	FTE % relative to full

UNPAID APPOINTMENTS (IT9001)

Start Date	End Date	Title	Title Modifier	Organizational Unit Number

BANK DETAILS (IT0009) / TAX AREA (IT0207): NE / TAX WITHHOLDING W4/W5 (IT0210)
ADDITIONAL PERSONAL DATA *refer to Personal Data Form*

DATE SPECIFICATIONS (IT0019 or IT0041)
When entering in date use Month/day/year
I-9 Date *required* ___
First Working Date *required* ___
Last Working Date *required* 10/25/2020
Keep Services Active ___

(To be completed by Human Resources)
University Service Date ___
Leave Accrual Date ___
Probation End Date ___
Next Review Date ___

EDUCATION & QUALIFICATIONS (IT0009) *refer to Personal Data Form*

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES:

Signature (Employee Completing Form)	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

NOTES TO COMPLETER
PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Acknowledgements are completed in Docusign. Send signed offer letter and other supporting documentation to HR at unorecords@unomaha.edu.

(To be completed by Academic Affairs)
Bargaining Unit In/Out ___
Faculty Rank Date ___
Graduate Faculty Date ___
Tenure Notification Date ___
Tenure Date ___

Recurring Payment/Additional Payment Form Example

Authorization Form for
Recurring Payments or Additional Payments
For Department Use

Personnel Number _18113_   Employee Name _Isaiah Burke_

Position Number _61247_   Cost Center/WBS Element _46-2487-1103-548_

This is a <u>RECURRING PAYMENT Wage Type</u> (check only one) (IT0014)

☐ 0615	Housing Allowance	☐ 0617	Retirement Allowance
■ 1424	Additional Wages	☐ 1412	Summer Instructional
		☐ 1413	Summer Research

-- or --

This is a one-time <u>ADDITIONAL PAYMENT Wage Type</u> (check only one) (IT0015)

☐ 1424	Additional Wages	☐ 0609	Royalty to Employee
☐ 0614	Auto Allowance		
☐ 0601	Awards		
☐ 0623	Relocation Expenses		

Additional Comments: _Dr. Burke is being paid $5,000 for consultation on the Thorco Good Morning, Get up and Go Morning Energizer._

Interval: (check only one) When entering in date use month/day/year (i.e., 11/13/2003).

☐ One time payment   Effective ___/___/___   Amount $_____

■ On-going: Begin _12_/_01_/_2010_ until End _01_/_31_/_2011_   Amount $_2500_

☐ Quarterly   1ˢᵗ $_____   2ⁿᵈ $_____   3ʳᵈ $_____   4ᵗʰ $_____

   Begin ___/___/___ until End ___/___/___

☐ Other: (i.e. Annually/Biannually) _____   Amount $_____

   Begin ___/___/___ until End ___/___/___

Approval Signatures / Dates:

Updated 07/08/2021