

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 Academic 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
Y1 Temporary Office/Service
Z1 Temporary Managerial/Professional

Rate/Salary Change 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 Responsibilities
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 Absence 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 Ancillary/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 Eliminated
- 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

Wage 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/Graduate Salary
- 1406** Regent, College, Distinguished, Program Prof
- 9XXX** Non-Resident 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 School
- TS** Technical School
- UC** University/College

Qualifications (IT0024)

- 2** Driver's license
- 3** Lift 50lbs
- 4** Programming Language Skills
- 5** Foreign Language Skills
- 6** Related Maintenance Skills
- 7** Related Trade Skills
- 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 position)
- 42** Last Working Day (at UNL)
- FS** F-1 Special Permit
- GF** Grad Faculty Fellow
- GM** Grad Faculty Member
- I9** I-9 Date
- QR** Faculty Equivalent Rank
- RE** 401a Eligibility
- 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 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 I9

- 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 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** Fiancé(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