Personnel Action Form Manual

University of Nebraska at Omaha
Human Resources

7/8/2021

Table of Contents

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.

1

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
    - 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
    - Enter the amount to be paid.
    - Select hourly or monthly based on how the amount is to be paid.

Section VI

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

Section VII

- Paid Appointments
    - Enter the start date
    - Enter the end date
        - If an end date has not been pre-determined, enter 12/31/9999
    - Enter the position number
    - Enter a title modifier, if applicable
        - 1- Acting
        - 2- Interim
        - 5- Visiting
    - 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.

7

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.

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
    - o Personnel Number
    - o Employee Name
    - o Position Number for this payment
    - o Cost Center/WBS Element for this payment.
- Select the appropriate wage type for a Recurring Payment
    - o 0615- Housing Allowance
    - o 1424- Additional Wages
    - o 0617- Retirement Allowance
    - o 1412- Summer Instructional
    - o 1413- Summer Research
- Select the appropriate wage type for Additional Payments
    - o 1424 Additional Wages
    - o 0614- Auto Allowance
    - o 0601- Awards
    - o 0623-Relocation Expenses
    - o 0609- Royalty to Employee
- Enter any additional comments or instructions
- Interval
    - o Select only one of the options
        - ▪ One-Time Payment
        - ▪ On-going Payment
            - Beginning and end dates are required
        - ▪ Quarterly
        - ▪ Other
    - o Amount fields are required
- Obtain approval signatures required
- Route to Human Resources.
- The primary reasons for recurring or additional payments are
    - o 1424 Additional Wages
        - ▪ Faculty are limited to 20% of their base pay each fiscal year.
    - o 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
Y1	Temporary Office/Service
Z1	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	74	Disciplinary Probation
20	Return from LOA		Expires
70	Next Review Date		
71	Work Permit 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

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
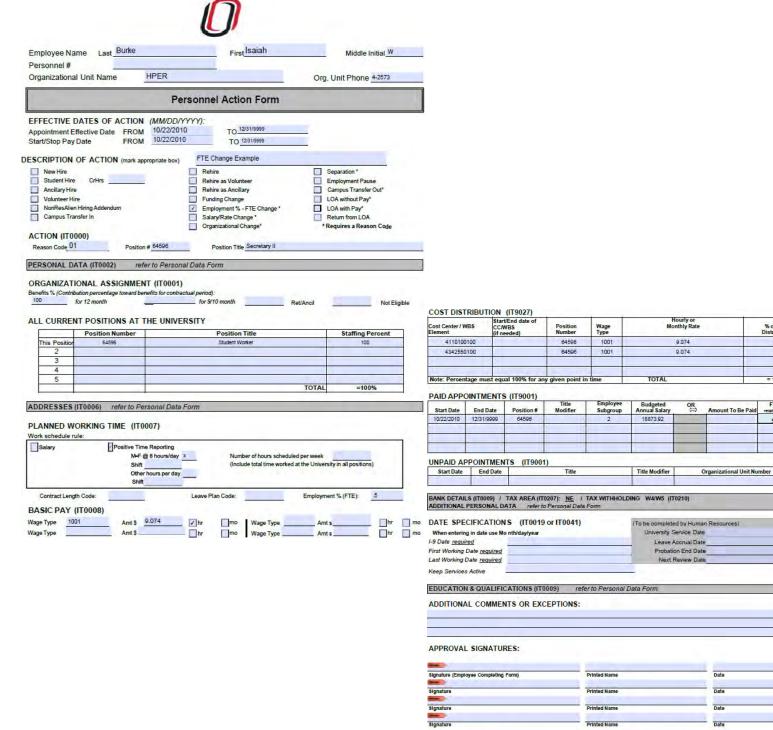
PAF Example - New Hire

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

☑ New Hire	☐ Rehire	☐ Separation *
☐ Student Hire CrHrs _____	☐ 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 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   ☑ Positive Time Reporting

M-F @ 8 hours/day x

Shift

Number of hours scheduled per week   40
(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	☑ 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

(To be completed by Human Resources)

I-9 Date required	10/22/2010	University Service Date
First Working Date required	10/22/2010	Leave Accrual Date
Last Working Date required	_____	Probation End Date
Keep Services Active		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	

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.

13

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 $		☐ 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	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

I-9 Date *required*	10/22/2010	University Service Date	
First Working Date *required*	10/22/2010	Leave Accrual Date	
Last Working Date *required*		Probation End Date	
Keep Services Active		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 – FTE 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 **10/22/2010** TO **12/31/9999**

DESCRIPTION OF ACTION (mark appropriate box) | **FTE Change Example**

☐ New Hire	☐ Rehire	☐ Separation *
☐ Student Hire CrHrs	☐ 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 **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%

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

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

BASIC PAY (IT0008)
Wage Type **1001** Amt $ **9.074** ☑ 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			50%

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 | (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 – 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 *
- [x] 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%

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: Leave Plan Code: Employment % (FTE):

BASIC PAY (IT0008)

| Wage Type | 1001 | Amt $ | 10.00 | [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	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

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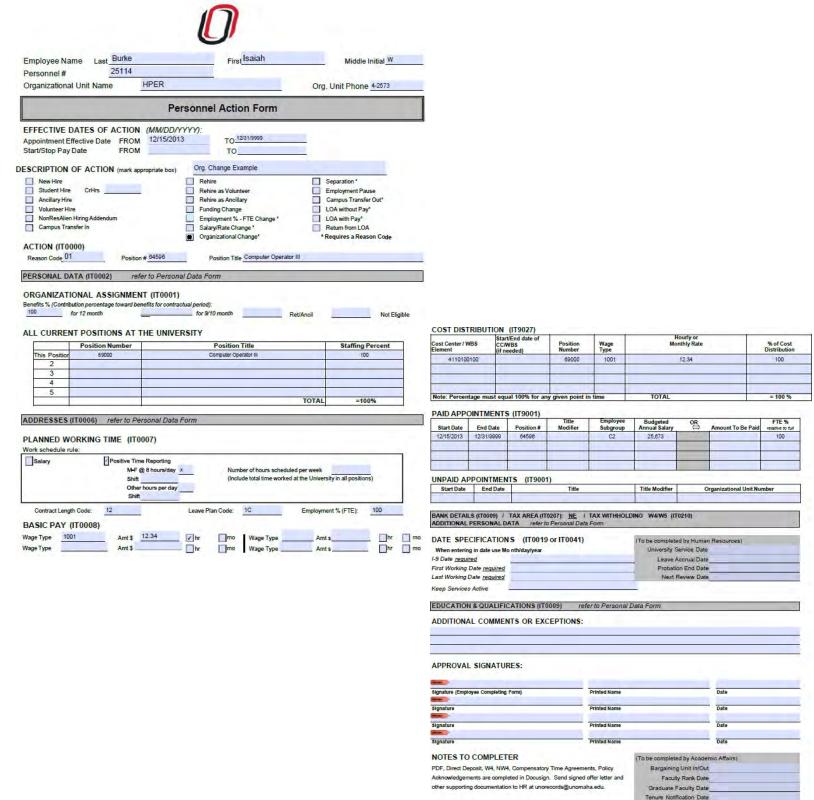PDF, Direct Deposit, W4, NW4, Compensatory Time Agreements, Policy Acknowledgements are completed in Docusign. Send signed offer letter and other supporting documentation to HR at unorecords@unomaha.edu.

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

PAF Example – 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	☐ Rehire	☐ Separation *
☐ Student Hire CrHrs _____	☐ 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 **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   ☑ 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** ☑ 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

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   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: _____   Leave Plan Code: _____   Employment % (FTE): _____

BASIC PAY (IT0008)
Wage Type _____ Amt $ _____ [ ] 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
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