Personnel Action Form Manual University of Nebraska at Omaha Human Resources

7/8/2021

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

Section IV

- Planned Working Time
 - Select the type of work schedule the individual has.
 - Select Salary for all monthly paid (salaried) employees.
 - Select Positive Time Reporting for all hourly employees.
 - Enter the number of hours scheduled per week.
- Enter the Contract Length Code
 - 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
 - OB- Biweekly, Not Eligible
 - 0M- Monthly, Not eligible
 - o 2A-12mo Academic/Administrative Vacation/Sick Leave
 - 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)
 - This percentage refers to how many hours an individual works per week and can range from 1 to 100.
 - To determine FTE, divide the number of hours worked by 40 (a full-time week).

Example: 15 hours a week is 15/40 equals 37% FTE

Section V

- Basic Pay
 - 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.
 - 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
 - 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
 - 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
 - Enter the Employee Subgroup
 - B1- Regular Managerial/Professional Salary
 - B2- Regular Managerial/Professional Hourly

- C2- Regular Office/Service Hourly
- D1- Student Graduate Assistant Salary
- F1- Temporary Academic Salary
- F2- Temporary Academic Hourly
- J1- Regular Special Term Faculty Salary (tenure Track)
- K1- Regular Tenured Faculty Salary
- L1- Regular Special Faculty Salary
- M1- Regular Academic Administrator Salary
- N1- Regular Administrator Salary
- S1 Student Worker Salary
- S2 Student Worker Hourly
- W1- Temporary Non-Faculty Salary (use this for a non-benefits eligible temp)
- W2- Temporary Non-Faculty Hourly (use this for a non-benefits eligible temp)
- Y1- Temporary Managerial/Professional Salary (use this for a benefits eligible temp)
- Z2- Temporary Office/Service Hourly (use this for a benefits eligible temp).
- Enter either the Budgeted Annual Salary or the Amount to be Paid
 - Budgeted Annual Salary is for regular employees
 - Amount to be Paid is for all temporary and student employees.
- o Enter the FTE
- Unpaid Appointments
 - This section is used for any volunteer appointments an individual might hold.
 - Enter start and end dates.
 - Use 12/31/9999 if an end date is not pre-determined.
 - When an individual leaves an unpaid appointment (volunteer), a PAF must be completed to terminate university services.
 - Enter the title for the volunteer.
 - Enter the title modifier, if applicable
 - 3- Adjunct
 - 4- Courtesy
 - 5- Visiting
 - 6- Emeritus
 - T- Tenure

Section VIII

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

Section IX

- Additional Comments or Exceptions
 - o Enter any comments needed.

Section X

- Approval Signatures
 - o 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.

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.

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.

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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.

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
 - 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
 - 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)

- **OB** Biweekly Not Eligible
- **OM 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
- No Return from LOA 21
- 23 Position Eliminiated
- Unsatisfactory Performance- Probation 50
- Work Permissibility Expired 58

Contract Length (IT0007)

- 01 Academic Year 9mo/9mo
- Academic Year 9mo/12mo 02
- 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 TD Tenure Date
- 9XXX Non-Reseident Alien Compensation

Monitoring of Dates

- 01 Probation Expires
- 02 Appointment Expires
- 03 Visa Expires
- Work Authorization 04

Education (IT0022)

- CC Community College
- HS High School
- Other 0
- PS Professional School
- TR Trad Sechool
- TS Technical School
- UC University/College

Qualifications (IT0024)

- 2 Driver's license
- Lift 50lbs 3
- Programming Language Skills 4
- 5 Foreign Language Skills
- **Rlated Maintenance Skills** 6
- 7 Related Trade Skils
- **Related Clinical Skills** 8
- Related Service Skills 9
- 10 Related Technical Skills
- **Related Management Skills** 11
- 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
- 19 1-9 Date
- **QR** Faculty Equivalent Rank
- RE 401a Eligiblility
- **RT** Resident Alien Tax Status
- **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 19

- 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 194 and 1-797 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	HR Payroll - 4-2325
Graduate Studies - 4-2341	Student Employment - 4-2567
Financial Support/Scholarship - 4-2327	Budget - 4-2244
HR Records - 4-3886	Benefits - 4-3660

PAF Example - New Hire

Employee Name Last Burk	ie .	FirstIsaiah	Middle Initial W	
Personnel # Organizational Unit Name	HPER		Org. Unit Phone 4-2573	
	Personne	el Action Form	org. onice none	7
EFFECTIVE DATES OF ACT				
Appointment Effective Date FF		TO 12/31/9999 TO 12/31/9999	-	
ESCRIPTION OF ACTION (ma	rk appropriate box) New H	Hire Example	Separation *	
Student Hire CrHrs Ancillary Hire Volunteer Hire NonResAlien Hiring Addendum	Reh	ire as Volunteer ire as Ancillary ding Change oloyment % - FTE Change *	Employment Pause Campus Transfer Out* LOA without Pay* LOA with Pay*	
ACTION (IT0000)	Org:	ary/Rate Change * anizational Change* Position Title_Staff Secretary III	Return from LOA * Requires a Reason Code	
PERSONAL DATA (IT0002)	refer to Personal Data Fo			
ORGANIZATIONAL ASSIGN Benefits % (Contribution percentage town 100 for 12 month	ard benefits for contractual period)		/Ancil Not Eligible	COST DISTRIE
ALL CURRENT POSITIONS				Cost Center / WBS Element 4110100100
Position Numb This Position 64596 2	er	Position Title Staff Secretary III	Staffing Percent 100	4342550100
3 4				Note: Percentage
5			TOTAL =100%	PAID APPOIN
ADDRESSES (IT0006) refer t	o Personal Data Form			Start Date E
PLANNED WORKING TIME				
Work schedule rule:	e Time Reporting M-F @ 8 hours/day x	Number of hours scheduled	per week 40	UNPAID APPC Start Date
	Shift Other hours per day Shift	(include total time worked at	the University in all positions)	BANK DETAILS (I
Contract Length Code:	Leave Pl	an Code: 10	Employment % (FTE): 100	ADDITIONAL PER
BASIC PAY (IT0008) Wage Type 1001 Am Wage Type Am Am	the second se	mo Wage Type Wage Type	Amtshr Amtshr	DATE SPECIF When entering in I-9 Date required First Working Date Last Working Date Keep Services Act
				EDUCATION &
				ADDITIONAL
				APPROVAL S
				and the second se
				Signature (Employee

BUTION (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
	1 Standard				
Note: Percentage m	just equal 100% for any	y given point in	n time	TOTAL	= 100 %

THENTE UTOOOA

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
-						_		-
	POINTMEN	TS (IT9001)			_		-
Start Date	End Date	1	Title		Title Modifier		Organizational Unit Nu	mber
					The mounter			
DDITIONAL P	ERSONAL DA	ATA refer to)207): <u>NE</u> / Personal Data		IING W4/W5 (170	210)		
ADDITIONAL P	ERSONAL D	ATA refer to)207): <u>NE</u> / Personal Data			210) I by Huma	in Resources)	
DATE SPEC	IFICATION	ATA refer to)207): <u>NE</u> / Personal Data		ING W4/W5 (ITO	210) I by Huma ervice Dat	in Resources)	
DATE SPEC When entering 9 Date <u>require</u>	IFICATION in date use Mo	ATA refer to S (IT0019 onth/day/year)207): <u>NE</u> / Personal Data		(To be completed University Se	210) I by Huma ervice Dat corual Dat	in Resources) e	
ADDITIONAL P DATE SPEC When entering -9 Date <u>require</u> First Working D	ERSONAL D/ IFICATION in date use Mo ed ate <u>required</u>	ATA refer to S (IT0019 onth/day/year 10/22/2010)207): <u>NE</u> / Personal Data		ING W4/W5 (ITO ITo be completed University Se Leave Ac Probation	210) I by Huma ervice Dat corual Dat	in Resources) e ee	
ADDITIONAL P	ERSONAL D/ IFICATION in date use Mo d ate <u>required</u> ate <u>required</u>	ATA refer to S (IT0019 onth/day/year 10/22/2010)207): <u>NE</u> / Personal Data		ING W4/W5 (ITO ITo be completed University Se Leave Ac Probation	210) I by Huma ervice Dat cerual Dat n End Dat	in Resources) e ee	
ADDITIONAL P DATE SPEC When entering -9 Date <u>require</u> First Working D .ast Working D Keep Services	ERSONAL D/ IFICATION in date use Mo ed tate <u>required</u> ate <u>required</u> Active	ATA refer to S (IT0019 onth/day/year 10/22/2010)207): <u>NE</u> / Personal Data or IT0041)		ING W4/WS (ITO ITo be completed University Se Leave Ac Probation Next Ri	210) I by Huma ervice Dat cerual Dat n End Dat	in Resources) e ee	

IGNATURES:

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

PAF Example – Student New Hire

ersonnel #	aiah Middle Initial W
Organizational Unit Name HPER	Org. Unit Phone 4-2573
Personnel Action	Form
FFECTIVE DATES OF ACTION (MM/DD/YYYY):	
ppointment Effective Date FROM 10/22/2010 TO 12/31/ tart/Stop Pay Date FROM 10/22/2010 TO 12/31/	
SCRIPTION OF ACTION (mark appropriate box) Student New Hire Ex	
New Hire Rehire 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	E Change * LOA with Pay*
Campus Transfer In Salary/Rate Change	
Organizational Chan	ge" * Requires a Reason Code
CTION (IT0000)	10 10 10 10 10 10 10 10 10 10 10 10 10 1
Reason Code Position # 84596 Position Title Stu	udent Worker
ERSONAL DATA (IT0002) refer to Personal Data Form	
enefits % (Contribution percentage toward benefits for contractual period): for 12 month for 3710 month LL CURRENT POSITIONS AT THE UNIVERSITY Dosition Number Position 711 Dis Position 8-556 Student Works	
	.49
2 3	
3 4	
3	
3 4	TOTAL =100%
3 4 5	TOTAL =100%
3 4	TOTAL =100%
3 4 5 5 DDRESSES (IT0006) refer to Personal Data Form LANNED WORKING TIME (IT0007)	TOTAL =100%
	TOTAL =100%
3 4 5 5 DDRESSES (IT0006) refer to Personal Data Form LANNED WORKING TIME (IT0007) Ork schedule rule: Salary	TOTAL =100%
3 4 5 5 DDRESSES (IT0006) refer to Personal Data Form LANNED WORKING TIME (IT0007) ork schedule rule:	
3 4 4 5 DDRESSES (IT0006) refer to Personal Data Form LANNED WORKING TIME (IT0007) Jork schedule rule: Jasary Positive Time Reporting MF & boursday Shift Other hours per day 3	of hours scheduled per week
3 4 5 5 DDRESSES (IT0006) refer to Personal Data Form LANNED WORKING TIME (IT0007) ork schedule rule:	of hours scheduled per week ctal time worked at the University in all positions)
3 4 4 5 DDRESSES (IT0006) refer to Personal Data Form LANNED WORKING TIME (IT0007) Jork schedule rule: Jasary Positive Time Reporting MF & boursday Shift Other hours per day 3	of hours scheduled per week
3 4 5 5 DDRESSES (IT0006) refer to Personal Data Form LANNED WORKING TIME (IT0007) Tork schedule rule:	of hours scheduled per week tail time worked at the University in all positions)
3 4 5 5 DDRESSES (IT0006) refer to Personal Data Form LANNED WORKING TIME (IT0007) fork schedule rule: Salary Positive Time Reporting MF @ 8 hoursday Number of the four per day 3 Shift (Include to other hours per day 3 Shift 0 Contract Length Code: 08 Leave Plan Code: 0	of hours scheduled per week tail time worked at the University in all positions)

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: Descentance m	ust equal 100% for an		-	TOTAL	= 100 %

PAID APPOINTMENTS (IT9001)

Start Date	End Date	Position #	Title Modifier	Employee Subgroup	Budgeted Annual Salary	OR	Amount To Be Paid	FTE %
10/22/2010	12/31/9999	64596		2	9248.22			49%
-								_
		1						
INPAID A	POINTMEN	TS (IT9001)					
Start Date	End Date		Title		Title Modifier		Organizational Unit Nur	mber

BANK DETAILS ((10009) / TAX AREA ((10207): <u>NE</u> / TAX WITHHOLDING W4/W5 ((10210) ADDITIONAL PERSONAL DATA refer to Personal Data Form

DATE	CODE CIEICATIONIC	UT0040 IT00441
DATE	SPECIFICATIONS	(IT0019 or IT0041)

DATE OF LOT TOATION	5 (110015 01110041)	(to be completed by Human Resources)	
When entering in date use Mo	onth/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	- 0
Last Working Date required		Next Review Date	1
Mana Desilara Astina			

EDUCATION & QUALIFICATIONS (IT0009) refer to Personal Data Forr

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 uncrecords@unomaha.edu.

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

Tenure Date

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PAF E	ixample – F	TE Chai	nge							
Employee Name Last Burke	First Isaiah	Middle Initial <u>W</u>	_							
Organizational Unit Name	Personnel Action Form	rg. Unit Phone 4-2573	1							
EFFECTIVE DATES OF ACTION Appointment Effective Date FROM Start/Stop Pay Date FROM			1							
	Rehire Rehire as Volunteer Rehire as Ancillary Funding Change Employment % - FTE Change * Salary(Rate Change * Organizational Change* # 64596 Position Title_Secretary II	Campus Transfer Out" LOA without Pay" LOA with Pay"								
PERSONAL DATA (IT0002) refe ORGANIZATIONAL ASSIGNMEN Benefits % (Contribution percentage toward ber 100 for 12 month		Not Eligible	COST DISTRIE	3UTION (1T902	7)					
ALL CURRENT POSITIONS AT T	HE UNIVERSITY Position Title	Staffing Percent	Cost Center / WBS Element	Start/End dat CC/WBS (if needed)		Wage Type	Mo	Hourly or onthly Rate		% of (Distrib
This Position 54595 2	Student Worker	100	4110100100 4342550100		64596 64596	1001		9.074 9.074		75
3 4										
5	тотл	AL =100%	The second second	anteniume laure	for any given poin	t in time	TOTAL	-		= 10
ADDRESSES (IT0006) refer to Per	sonal Data Form			TMENTS (IT90 ind Date Positi	Title	Employee Subgroup	Budgeted Annual Salary		Amount To Be Pa	FTE relative
PLANNED WORKING TIME (ITO	007)		10/22/2010 12	//31/9999 645	96	2	18873.92			50
Shift	Reporting 8 hoursiday X Number of hours scheduled per wee (Include total time worked at the Unit Number of hours scheduled per wee		UNPAID APPC Start Date	DINTMENTS (I End Date	T9001) Title		Title Modifier	Or	rganizational Unit M	Number
Contract Length Code:	Leave Plan Code: Emplo	yment % (FTE): .5	BANK DETAILS (T0009) / TAX AR	EA (IT0207): <u>NE</u> refer to Personal Da	/ TAX WITHHOL	DING W4/W5 (IT	(0210)		
BASIC PAY (IT0008) Wage Type 1001 Amt \$ Wage Type Amt \$	2.074 / Inr mo Wage Type / / Wage Type / / Wage Type / / Wage Type / /	Amts hr mv Amts hr mv	DATE SPECIF	ICATION S (IT date use Month/day	0019 or IT0041		Leave / Probati	ed by Human Service Date Accrual Date ion End Date Review Date		
			EDUCATION &	10.000.00.72	R EXCEPTIONS	efer to Personal	Data Form			
			APPROVAL S	IGNATURES:						
			Signature (Employee	Completing Form)		Printed Name			Date	
			Signature			Printed Name			Date	
			Signature Signature			Printed Name Printed Name			Date	
			NOTES TO CO PDF, Direct Depos Acknowledgements	t, W4, NW4, Compe s are completed in D	nsatory Time Agreer ocusign. Send signe at unorecords@unon	nents, Policy d offer letter and	Facult	ed by Acaden ig Unit In/Out Ity Rank Date Faculty Date	nic Affairs)	

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

% of Cost Distribution 75 25

> 100 % FTE %

elative to full 50%

Tenure Notification Date Tenure Date

PAF Example – Salary Change

Employee Name Last Burke Personnel #	FirstIsaiah	Middle Initial W
Organizational Unit Name HPER		Org. Unit Phone 4-2573
P	ersonnel Action Form	
Appointment Effective Date FROM 10/22/20	VYYYY): D10 TO <u>12/31/9999</u>	-
Start/Stop Pay Date FROM	то	
SCRIPTION OF ACTION (mark appropriate box) Pay Rate Change Example	
SCRIPTION OF ACTION (mark appropriate box	Pay Rate Change Example	Separation *
New Hire Student Hire CrHrs	Rehire Rehire as Volunteer	Employment Pause
New Hire Student Hire CrHrs Ancillary Hire	Rehire Rehire as Volunteer Rehire as Ancillary	Employment Pause Campus Transfer Out"
New Hire Student Hire Ancillary Hire Volunteer Hire	Rehire Rehire as Volunteer Rehire as Ancillary Funding Change	Employment Pause Campus Transfer Out* LOA without Pay*
New Hire Student Hire CrHrs Anollary Hire Volunteer Hire NonRes Alen Hiring Addendum	Rehire as Volunteer Rehire as Ancillary Funding Change Employment % - FTE Change *	Employment Pause Campus Transfer Out* LOA without Pay* LOA with Pay*
New Hire Student Hire Ancillary Hire Volunteer Hire		Employment Pause Campus Transfer Out* LOA without Pay* LOA with Pay* Return from LOA
New Hire Student Hire CrHrs Anollary Hire Voluniteer Hire NonResAlien Hiring Addendum Campus Transfer In	Rehire as Volunteer Rehire as Ancillary Funding Change Employment % - FTE Change *	Employment Pause Campus Transfer Out* LOA without Pay* LOA with Pay*
Student Hire CrHrs Ancillary Hire Volunteer Hire NonResAlien Hiring Addendum		Employment Pause Campus Transfer Out* LOA without Pay* LOA with Pay* Return from LOA

ORGANIZATIONAL ASSIGNMENT (IT0001)

Benefits % (Contribution percentage toward benefits for contractual period):

for 12 month ______ for 9/0 month ______ RetAncil _____ Not Eligible
ALL CURRENT POSITIONS AT THE UNIVERSITY

This Position 2 3	
2	
3	
4	
5	
TOTAL	=100%

Contract Length Code: Employment % (FTE):	Salary	Shift	@ 8 hours/day	_		nber of hours schedu ude total time worker	led per week d at the University in all position	īs)
	Contract Length Code: BASIC PAY (IT0008			Leave F	Plan Code:		Employment % (FTE):	
Wage Type 1001 Amt \$ 10.00 Thr mo Wage Type Amt s hr	Wage Type	Amt \$		hr	mo	Wage Type	Amts	hr

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 m	ust equal 100% for an	v given point ir	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 ful
10/22/2010	12/31/9999	64596		C2	20800			100
	DOUT	TC //T0004						
JNPAID AP		TS (IT9001	P		I and the second second	-	Organizational Unit Nur	
Start Date	End Date		Title					
			Title 207): <u>NE</u> / Personal Data		Title Modifier		organizational onit Mu	nper
BANK DETAIL	S (IT0009) / PERSONAL D	ATA refer to	1207): <u>NE</u> / Personal Data		DING W4/W5 (170	210)	-	nper
BANK DETAIL ADDITIONAL F	S (IT0009) / PERSONAL D	ATA refer to	1207): <u>NE</u> / Personal Data			210) I by Huma	an Resources)	nder
BANK DETAIL ADDITIONAL F	S (IT0009) / PERSONAL D/ CIFICATION g in date use Mo	ATA refer to	1207): <u>NE</u> / Personal Data		ING W4/W5 (ITO	210) I by Huma ervice Dat	an Resources) e	nper
BANK DETAIL ADDITIONAL F DATE SPEC When entering	S (IT0009) / PERSONAL D/ CIFICATION g in date use Mo ed	ATA refer to	1207): <u>NE</u> / Personal Data		(To be completed University Se	210) I by Huma ervice Dat corual Dat	an Resources) e	nper
BANK DETAIL ADDITIONAL F DATE SPEC When entering -9 Date <u>requin</u>	S (IT0009) / PERSONAL D/ CIFICATION g in date use Mo ed Date <u>required</u>	ATA refer to	1207): <u>NE</u> / Personal Data		(To be completed University Se Leave Ac Probation	210) I by Huma ervice Dat corual Dat	an Resources) e e	nper

ADDITIONAL COMMENTS OR EXCEPTIONS:

APPROVAL SIGNATURES:

NOTES TO COMPLETER

Signature (Employee Completing Form)	
Signature	
Signature	
Signature	

Printed Name

d Name

ad Name

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

Date

Date

Date

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.

PAF Example – Organizational Change First Isaiah Last Burke Middle Initial W Employee Name 25114 Personnel

		Personnel Action Form	
FFECTIVE D	ATES OF ACTION	(MM/DD/YYYY):	
ppointment Ef	fective Date FROM	12/15/2013 TO 12/31/9999	
start/Stop Pay	Date FROM	то	
SCRIPTION	OF ACTION (mark app	Org. Change Example	
New Hire			Separation *
Student Hire	CrHrs		Employment Pause
Ancillary Hire		Rehire as Ancillary	Campus Transfer Out"
Volunteer Hin	e	Funding Change	LOA without Pay*
NonResAlien	Hiring Addendum		LOA with Pay*
Campus Tran	sfer In		Return from LOA
		Organizational Change* * F	Requires a Reason Code
CTION (ITOO	00)	1 - Charles and a second second	Station of the
Reason Code 01		# 64596 Position Title Computer Operator III	
incusori code or	, OSIGON		
ERSONAL DA	TA (IT0002) refe	er to Personal Data Form	
	ution percentage toward ber or 12 month	nefits for contractual period): for 9/10 month Ret/Ancil	Not Eligit
100 1		for 9/10 month Ret/Ancil	Not Eligit
	T POSITIONS AT T Position Number	HE UNIVERSITY Position Title	Staffing Percent
ALL CURREN	T POSITIONS AT T	for 9/10 month Ret/Ancil	
ALL CURREN	T POSITIONS AT T Position Number	HE UNIVERSITY Position Title	Staffing Percent
ALL CURREN This Position 2 3	T POSITIONS AT T Position Number	HE UNIVERSITY Position Title	Staffing Percent
ALL CURREN This Position 2 3 4	T POSITIONS AT T Position Number	HE UNIVERSITY Position Title	Staffing Percent
ALL CURREN This Position 2 3	T POSITIONS AT T Position Number	tor 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III	Staffing Percent 100
ALL CURREN This Position 2 3 4	T POSITIONS AT T Position Number	HE UNIVERSITY Position Title	Staffing Percent
This Position 2 3 4 5	or 12 month	tor 9/10 month Ret/Ancil HE UNIVERSITY Computer Operator III TOTAL	Staffing Percent 100
ALL CURREN This Position 2 3 4	or 12 month	tor 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III	Staffing Percent 100
100 ALL CURREN This Position 2 3 4 5 DDRESSES (or 12 month T POSITIONS AT T Position Number 69000 10006) refer to Per	tor 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III TOTAL TSonal Data Form	Staffing Percent 100
100 This Position 2 3 4 5 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	T POSITIONS AT T Position Number 69000 (T0006) refer to Per DRKING TIME ((T0)	tor 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III TOTAL TSonal Data Form	Staffing Percent 100
ALL CURREN This Position 2 3 4 5 DDRESSES (PLANNED WO	T POSITIONS AT T Position Number 69000 (T0006) refer to Per ORKING TIME (ITO) Inter the second	for \$/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III Computer Operator III TOTAL TSonal Data Form D07)	Staffing Percent 100
100 This Position 2 3 4 5 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	T POSITIONS AT T Position Number 69000 10006) refer to Pel DRKING TIME (IT00 le:	for 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III TOTAL rsonal Data Form 007) Reporting	Staffing Percent 100
ALL CURREN This Position 2 3 4 5 DDRESSES (PLANNED WO	or 12 month T POSITIONS AT T Position Number 69000 (T0006) refer to Peu ORKING TIME (TO le: Positive Time MF (6)	for \$110 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III Computer Operator III TOTAL resonal Data Form D07) Reporting R hours/day X Number of hours scheduled per week	Staffing Percent 100 =100%
ALL CURREN This Position 2 3 4 5 DDRESSES (PLANNED WO	T POSITIONS AT T Position Number 69000 (T0006) refer to Per ORKING TIME (ITO) Ie: Positive Time M+F @ Shift	for 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III Computer Operator III TOTAL Total Banunolday x Number of hours scheduled per week (Include total time worked at the Univers	Staffing Percent 100 =100%
ALL CURREN This Position 2 3 4 5 DDRESSES (PLANNED WO	T POSITIONS AT T Position Number 69000 10006) refer to Per DRKING TIME (IT00) le: Positive Tim M+C (Shift Other Other	for \$110 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III Computer Operator III TOTAL resonal Data Form D07) Reporting R hours/day X Number of hours scheduled per week	Staffing Percent 100 =100%
ALL CURREN This Position 2 3 4 5 DDRESSES (VANNED WO Vork schedule ru Salary	T POSITIONS AT T Position Number 69000 10006) refer to Pel DRKING TIME (ITO) le: Positive Time M+F (Shift Other Shift Shift	for 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III Computer Operator III TOTAL TOTAL resonal Data Form D007) Reporting 8 hours/day × Number of hours scheduled per week (Include total time worked at the Univers hours per day	Staffing Percent 100 =100%
100 ALL CURREN This Position 2 3 4 4 5 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	TPOSITIONS AT T Position Number 69000 100006) refer to Per ORKING TIME (ITO) le: Positive Time M+F (Shift Other Shift Other Shift	for 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III Computer Operator III TOTAL TOTAL resonal Data Form D007) Reporting 8 hours/day × Number of hours scheduled per week (Include total time worked at the Univers hours per day	Staffing Percent 100 =100%
100 ALL CURREN This Position 2 3 4 5 DDRESSES (VANNED WO Vork schedule ru Jsalary Contract Lengt BASIC PAY (T POSITIONS AT T Position Number 69000 100006) refer to Pel DRKING TIME (IT00 le: Positive Time M+C (Shift Shift Cother Shift 12 170008)	for 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III Computer Operator III TOTAL Total resonal Data Form D007) P Reporting 8 hours/day × Number of hours scheduled per week (Include total time worked at the Univer hours per day Leave Plan Code: 10 Employm	Staffing Percent 100 =100%
100 ALL CURREN This Position 2 3 4 4 5 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	T POSITIONS AT T Position Number 69000 100006) refer to Pel DRKING TIME (IT00 le: Positive Time M+C (Shift Shift Cother Shift 12 170008)	for 9/10 month Ret/Ancil HE UNIVERSITY Position Title Computer Operator III Computer Operator III TOTAL TOTAL rsonal Data Form D007) Reporting 8 hours/day × Number of hours scheduled per week (Include total time worked at the Univer hours per day Leave Plan Code: 1C Employme	Staffing Percent 100 =100%
100 ALL CURREN This Position 2 3 4 5 DDRESSES (VANNED WO Vork schedule ru Jsalary Contract Lengt BASIC PAY (T POSITIONS AT T Position Number 69000 10006) refer to Pel DRKING TIME (ITO) le: Positive Time M+F (Shift Other Other Shift Other Shift Other Other Other Shift Other	for \$110 month	Staffing Percent 100 =100% sity in all positions) ent % (FTE): 100

	BS	CC/WBS (if neede		Position Number	Wage Type	Mont	thly Rate		% of Cost Distribution
4110100	100			69000	1001	1	2.34		100
			0001			TOTAL			- 400 %
Note: Percent	tage mus	it equal 1	.00% for any	y given point in	n time	TOTAL			= 100 %
PAID APPO		NTS (T9001)						
				Title	Employee	Budgeted		Sec. 25. 23	FTE %
Start Date	End Da		Position #	Modifier	Subgroup	Annual Salary	⇔	Amount To Be Paid	relative to full
12/15/2013	12/31/99	999	64596		C2	25,673			100
		_							
UNPAID AP	POINT	MENTS	(179001	1					
Start Date	End			Title		Title Modifier		Organizational Unit Nu	mber
	-	Ptil						- gant -	
DATE SPE	CIFICAT	TIONS	(IT0019	or (T0041)		(To be completed	by Huma	n Resources)	
DATE SPE When entering I-9 Date <u>requin</u> First Working I Last Working D	g in date u <u>red</u> Date <u>requ</u>	use Month		or IT0041)		Probation		e	
When entering I-9 Date <u>requir</u> First Working I	g in date u <u>red</u> Date <u>requ</u> Date <u>requ</u>	use Month		or IT0041)		University Se Leave Ac Probation	rvice Date crual Date End Date	e	
When entering I-9 Date <u>requin</u> First Working I Last Working I Keep Services	g in date u <u>red</u> Date <u>requ</u> Date <u>requ</u> s Active	use Month	h/day/year		er to Personal I	University Se Leave Ac Probation Next Re	rvice Date crual Date End Date	e	
When entering I-9 Date <u>requir</u> First Working I Last Working I	g in date u red Date <u>requ</u> Date <u>requ</u> s Active	uired uired	h/day/year	009) refe	er to Personal I	University Se Leave Ac Probation Next Re	rvice Date crual Date End Date	e	
When entering I-9 Date <u>requit</u> First Working I Last Working I Keep Services EDUCATION	g in date u red Date <u>requ</u> Date <u>requ</u> Date <u>requ</u> S Active	use Month uired LLIFICAT	hidayiyear TIONS (ITO S OR EXC	009) refe	er to Personal L	University Se Leave Ac Probation Next Re	rvice Date crual Date End Date	e	
When enterin I-9 Date requil First Working I Last Working to Keep Services EDUCATION ADDITIONA ADDITIONA APPROVAL	g in date u r <u>ed</u> Date <u>requ</u> Date <u>requ</u> s Active 1 & QUA AL COM	uired uired uired LLIFICAT MENTS	hidayiyear TIONS (ITO S OR EXC S:	009) refe EPTIONS:	er to Personal I	University Se Leave Ac Probation Next Re	rvice Date crual Date End Date	e	
When enterin 1-9 Date requir First Working I Last Working L Keep Services EDUCATION ADDITIONA APPROVAL Signature (Emplo	g in date u r <u>ed</u> Date <u>requ</u> Date <u>requ</u> s Active 1 & QUA AL COM	uired uired uired LLIFICAT MENTS	hidayiyear TIONS (ITO S OR EXC S:	009) refe EPTIONS:		University Se Leave Ac Probation Next Re	rvice Date crual Date End Date		
When enterin I-9 Date <u>requir</u> First Working L Last Working L Keep Services EDUCATION ADDITIONA	g in date u r <u>ed</u> Date <u>requ</u> Date <u>requ</u> s Active 1 & QUA AL COM	uired uired uired LLIFICAT MENTS	hidayiyear TIONS (ITO S OR EXC S:	009) refe EPTIONS:	Printed Name	University Se Leave Ac Probation Next Re	rvice Date crual Date End Date		
When enterin 1-9 Date requir First Working I Last Working L Keep Services EDUCATION ADDITIONA APPROVAL Signature (Emplo	g in date u r <u>ed</u> Date <u>requ</u> Date <u>requ</u> s Active I & QUA AL COM	uired uired uired LLIFICAT MENTS	hidayiyear TIONS (ITO S OR EXC S:	009) refe EPTIONS:	Printed Name	University Se Leave Ac Probation Next Re	rvice Date crual Date End Date		
When enterin 1-9 Date <u>requir</u> 1-9 Date <u>requir</u> 1-9 Date <u>requir</u> Last Working L Keep Services EDUCATION ADDITIONA ADDITIONA APPROVAL Signature (Empte	g in date u r <u>ed</u> Date <u>requ</u> Date <u>requ</u> s Active I & QUA AL COM	uired uired uired LLIFICAT MENTS	hidayiyear TIONS (ITO S OR EXC S:	009) refe EPTIONS:	Printed Name Printed Name	University Se Leave Ac Probation Next Re	rvice Date crual Date End Date	Date	

NOTES TO COMPLETER

COST DISTRIBUTION (IT9027)

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.

Hourly of

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PAF Example - Separation

Employee Name Last_	Burke	FirstIsaiah		Middle Initial W						
Personnel #	5114	1.1.1.1			-					
Organizational Unit Name	HPER		Org.	Unit Phone 4-2573						
	Per	sonnel Action Form								
EFFECTIVE DATES OF		YYY):								
Appointment Effective Date Start/Stop Pay Date	FROM	TO_10/25/2020 TO								
ESCRIPTION OF ACTION	(mark appropriate box)	Separation Example								
New Hire Student Hire CrHrs		Rehire Rehire as Volunteer		Separation * Employment Pause						
Ancillary Hire		Rehire as Ancillary		Campus Transfer Out						
Volunteer Hire		Funding Change		OA without Pay*						
NonResAlien Hiring Addendu Campus Transfer In	n	Employment % - FTE Change * Salary/Rate Change *		LOA with Pay* Return from LOA						
		Organizational Change*		Requires a Reason Code						
ACTION (IT0000) Reason Code O2	Position # 64596	Position Title Computer Operator I								
			10		_					
PERSONAL DATA (IT0002)	refer to Persona	I Data Form								
ORGANIZATIONAL ASS										
Benefits % (Contribution percentag					COST DIST					
Benefits % (Contribution percentage for 12 month			et/Ancil	Not Eligible	Cost Center / W	Star	(IT9027) t/End date of WBS	Position	Wage	_
Benefits % (Contribution percentag	toward benefits for contract	for 9/10 month Re	et/Ancil	Not Eligible		BS CCA	t/End date of	Position Number	Wage Type	
Benefits % (Contribution percentage for 12 month ALL CURRENT POSITIO	toward benefits for contract	for 9/10 month Re	et/Ancil	Not Eligible Staffing Percent	Cost Center / W	BS CCA	t/End date of WBS		Wage Type	
Benefits % (Contribution percentage for 12 month ALL CURRENT POSITIO Position N This Position	toward benefits for contract	for 9/10 month Re	et/Ancil		Cost Center / W	BS CCA	t/End date of WBS		Wage Type	
Benefits % (Contribution percentage for 12 month ALL CURRENT POSITIO	toward benefits for contract	for 9/10 month Re	et/Ancil		Cost Center / W	BS CCA	t/End date of WBS		Wage Type	
Benefits % (Contribution percentage for 12 month ALL CURRENT POSITIO Position N This Position 2 3 4	toward benefits for contract	for 9/10 month Re	et/Ancil		Cost Center / W Element	/BS Star CC/ (if n	t/End date of WBS eeded)	Number	Туре	TOTA
Benefits % (Contribution percentage for 12 month ALL CURRENT POSITIO Position N This Position N 2 3	toward benefits for contract	for 9/10 month Re			Cost Center / W Element	/BS Star CC/ (if n	t/End date of WBS	Number	Туре	TOTA
Benefits % (Contribution percentage for 12 month ALL CURRENT POSITIO Position This Position 2 3 4 5	toward benefits for contract	for 910 month Re	et/Ancil	Staffing Percent	Cost Center / W Element	/BS Star CC// (if n	t/End date of WBS eeded) ual 100% for any	Number	Type	
Benefits % (Contribution percentage for 12 month ALL CURRENT POSITIO Position N This Position 2 3 4 5	toward benefits for contract	for 910 month Re		Staffing Percent	Cost Center / W Element	/BS Star CC// (if n	t/End date of WBS eeded) ual 100% for any	Number	Type	TOTA Budgeted Annual Sala
Benefits % (Contribution percentage for 12 month ALL CURRENT POSITIO Position N This Position 2 3 4 5 5 ADDRESSES (IT0006) re	toward benefits for contract US AT THE UNIVER amber fer to Personal Data P	for 910 month Re		Staffing Percent	Cost Center / W Element Note: Percent PAID APPC	ABS CC/ (if n tage must equ DINTMENT:	t/End date of WBS eeded) ual 100% for any S (IT9001)	Number given point in Title	Type	Budgeted
ALL CURRENT POSITIO	toward benefits for contract	for 910 month Re		Staffing Percent	Cost Center / W Element Note: Percent PAID APPC	ABS CC/ (if n tage must equ DINTMENT:	t/End date of WBS eeded) ual 100% for any S (IT9001)	Number given point in Title	Type	Budgeted
ALL CURRENT POSITIO	toward benefits for contract WS AT THE UNIVER amber fer to Personal Data F fer to Personal Data F fle (IT0007) ossilive Time Reporting	or 910 month Re	TOTAL	Staffing Percent	Cost Center / W Element Note: Percent PAID APPC	ABS CC/ (if n tage must equ DINTMENT:	t/End date of WBS eeded) ual 100% for any S (IT9001)	Number given point in Title	Type	Budgeted
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APPROVAL SIGNATURES:

NOTES TO COMPLETER

Signature (Employee Completing Form) Printed Name Signature Sign Signature



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

Date

Date

Date Date

Hourly or Monthly Rate

OR

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

Amount To Be Paid

Organizational Unit Number

TOTAL

Budgeted Annual Salary

Title Modifier

ING W4/W5 (IT0210)

% of Cost Distribution

= 100 %

FTE %

relative to ful

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

Recurring Payment/Additional Payment Form Example

	Re	curring	Payme	rization F nts or Ac epartme	dition	nal Payr	nents
Personnel	Number_1	8113	Employee Name_Isaiah Burke Cost Center/WBS Element_46-2487				1100 510
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On-going Quarterly Begin_	y 1º \$/ / _/ e. Annually/Bia	annually)				_4 th \$	Amount \$

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.