Personnel Action Form Manual
University of Nebraska at Omaha
Human Resources

02/23/2023
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Completing the Personnel Action Form (PAF)

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

Section I

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

Section II

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

Section III

- Organizational Assignment
o Enter the benefits percentage based on the contract length and time worked.
  ▪ Example: For a full-time employee who works every month, enter 100% for 12 months.
  ▪ If not eligible for benefits, mark “Not Eligible”.
• All Current Positions at the University
  o Enter the position number, position title and staffing percentage for each job the individual holds at the University.
  o The Staffing Percentage should always equal 100%. If the individual only holds one position, enter 100%. If the individual holds multiple positions enter the percentage of Full Time Equivalency (FTE) for each position.
  ▪ Example: A position that requires 10 hours a week worked is 25% FTE. A second position requiring 30 hours per week is 75% FTE. These two positions equal 100% FTE.

Section IV

• Planned Working Time
  o Select the type of work schedule the individual has.
    ▪ Select Salary for all monthly paid (salaried) employees.
    ▪ Select Positive Time Reporting for all hourly employees.
  • Enter the number of hours scheduled per week.
• Enter the Contract Length Code
  o 01-Academic Year Paid 9/9 Months
  o 02-Academic Year Paid 9/12 Months
  o 03-10/10 Months
  o 05-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).

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

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

Section VIII

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

- Additional Comments or Exceptions
  - Enter any comments needed.

Section X

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

Definitions of Employment Actions

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

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

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

Campus Transfer In
Campus Transfer In is used when an employee transfers into one campus from another with no break in service. It is used to transfer the employee record into the new campus. Campus Transfer In is not used for new or former employees.
Rehire an Employee
Use this transaction to rehire employees who have had a break in service from any UN campus. The rehire transaction can be used to rehire a paid employee or a student employee. It cannot be used to rehire a volunteer employee, to return an employee from a leave of absence, or to transfer an employee in from another campus.

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

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

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

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

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

Separation
This transaction is used for separating an employee from any work relationship with the University. It is not used for employees transferring to another campus or taking a leave of absence.
Campus Transfer Out
Campus Transfer Out is used when an employee ends employment with one campus to begin employment at another campus with no break in service. It is used to transfer the employee record out of one campus so that it is available for a transfer to another campus. Another action is used to separate an employee from the University.

Leave of Absence (LOA) Without Pay
This transaction is used when an employee is taking a temporary leave from work and will not receive any pay from the University during the LOA. The employee is expected to return to his or her position at the University at the end of the LOA. This transaction is not used to separate or transfer employees.

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

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

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

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

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

<table>
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<tr>
<th>Employee Subgroup (ESG)</th>
<th>Leave of Absence Reason Code (IT0000)</th>
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</thead>
<tbody>
<tr>
<td>A1 Regular Other Academic Salary</td>
<td>01 Academic</td>
</tr>
<tr>
<td>B2 Regular Managerial/Professional Salary</td>
<td>02 Military</td>
</tr>
<tr>
<td>B2 Regular Managerial/Professional Hourly</td>
<td>03 Personal</td>
</tr>
<tr>
<td>C2 Regular Office/Service Hourly</td>
<td>04 Disability</td>
</tr>
<tr>
<td>D1 Student Graduate Assistant Salary</td>
<td>05 Educational Development</td>
</tr>
<tr>
<td>F1 Temporary Academic Salary</td>
<td>06 Faculty Development</td>
</tr>
<tr>
<td>J1 Regular Specific Term Faculty Salary</td>
<td>08 Family Medical Leave Act (FMLA)</td>
</tr>
<tr>
<td>K1 Regular Tenured Faculty Salary</td>
<td>Benefits % (IT0001)</td>
</tr>
<tr>
<td>L1 Regular Special Faculty Salary</td>
<td>00 Ancillary/Retired</td>
</tr>
<tr>
<td>M1 Regular Academic Administrator Salary</td>
<td>100%-50% (at 5% increments) for 12 mo</td>
</tr>
<tr>
<td>N1 Regular Administrator Salary</td>
<td>NE Not eligible</td>
</tr>
<tr>
<td>S1 Student Worker Salary</td>
<td>Work Schedule Rule (IT0007)</td>
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<tr>
<td>S2 Student Worker Hourly</td>
<td>5 days at 10 hours</td>
</tr>
<tr>
<td>V0 Volunteer without pay</td>
<td>5 days at 8 hours</td>
</tr>
<tr>
<td>W1 Temporary Non-Faculty Salary</td>
<td>5 days Temp/Student/Other Hourly</td>
</tr>
<tr>
<td>W2 Temporary Non-Faculty Hourly</td>
<td>5 days Evening Shift 10%</td>
</tr>
<tr>
<td>Z2 Temporary Office/Service</td>
<td>5 days Night Shift 10%</td>
</tr>
<tr>
<td>Y1 Temporary Managerial/Professional</td>
<td>7 days at 10 hours</td>
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<td>Rate/Salary Change Reason Code (IT0000)</td>
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<td>00 Error Correction</td>
<td>7 days Temp/Student/Other Hourly</td>
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<tr>
<td>01 Annual Adjustment</td>
<td>7 days Evening Shift 10%</td>
</tr>
<tr>
<td>02 Performance Adjustment</td>
<td>7 days Night Shift 10%</td>
</tr>
<tr>
<td>03 Market Adjustment</td>
<td>Leave Plan (IT0007)</td>
</tr>
<tr>
<td>04 Position Re-evaluation</td>
<td>0B Biweekly Not Eligible</td>
</tr>
<tr>
<td>05 Probationary Increase</td>
<td>0M Monthly Not Eligible</td>
</tr>
<tr>
<td>06 Equity Adjustment</td>
<td>2A 12 mo Academic/Admin Vacation/Sick Leave</td>
</tr>
<tr>
<td>07 Additional Responsibilities</td>
<td>1B Biweekly M/P Vacation/Sick Leave</td>
</tr>
<tr>
<td>08 End Additional Responsibilities</td>
<td>2B 12 Month M/P Vacation/Sick Leave</td>
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<td>09 Change in Payment Schedule</td>
<td>1C Biweekly O/S Vacation Sick Leave</td>
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<td>10 Administrative Adjustment</td>
<td>Organizational Changes Reason Code (IT0000)</td>
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<td>01 Promotion Within</td>
<td>Employment % FTE Change Reason</td>
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<td>02 Promotion/Transfer</td>
<td>01 Change Employment %</td>
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<td>03 Lateral Within</td>
<td>02 Change Benefit % Elig to NE</td>
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<td>04 Lateral Transfer</td>
<td>03 Schedule Change</td>
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<td>05 Demotion Within</td>
<td>04 Change Benefits % Elig to Elig</td>
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<td>06 Demotion/Transfer</td>
<td>Title Modifier (IT9001)</td>
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<td>07 Position Add/Change</td>
<td>1 Acting</td>
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<td>08 Reclassification</td>
<td>5 Interim</td>
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<tr>
<td>09 Other Status Change</td>
<td>5 Adjunct</td>
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<td>10 Extension of Appointment</td>
<td>4 Courtesy</td>
</tr>
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<td></td>
<td>5 Visiting</td>
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<td></td>
<td>6 Emeritus</td>
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<table>
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<tr>
<th>Separation/Transfer - Out Reason Code (IT0000)</th>
<th>Education (IT0022)</th>
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<tbody>
<tr>
<td>01 Termination</td>
<td>CC Community College</td>
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<td>02 Appointment/funding expired</td>
<td>HS High School</td>
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<tr>
<td>03 Retirement</td>
<td>O Other</td>
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<td>05 Resignation</td>
<td>PS Professional School</td>
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<td>06 Death</td>
<td>TR Trad School</td>
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<td>07 Unable to Perform Job Functions</td>
<td>TS Technical School</td>
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<tr>
<td>08 Other</td>
<td>UC University/College</td>
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<td>09 New Job</td>
<td>Qualifications (IT0024)</td>
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<td>21 No Return from LOA</td>
<td>2 Driver's license</td>
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<td>23 Position Eliminated</td>
<td>3 Lift 50lbs</td>
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<tr>
<td>50 Unsatisfactory Performance - Probation</td>
<td>4 Programming Language Skills</td>
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<td>58 Work Permissibility Expired</td>
<td>5 Foreign Language Skills</td>
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<td>6 Related Maintenance Skills</td>
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<td>7 Related Trade Skills</td>
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<td>8 Related Clinical Skills</td>
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<td>9 Related Service Skills</td>
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<td>11 Related Management Skills</td>
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<td>12 Related Communication Skills</td>
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<td>13 License</td>
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<td>14 Certification</td>
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<td>15 Keyboarding/Typing Skills</td>
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<td>16 Software Package Experience</td>
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<td>17 Previous Experience</td>
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<td>Contract Length (IT0007)</td>
<td>Date Specifications</td>
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<tr>
<td>01 Academic Year 9mo/9mo</td>
<td>01 Leave Accrual Date</td>
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<td>02 Academic Year 9mo/12mo</td>
<td>40 First Working Day (this positon)</td>
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<td>03 10mo/10mo</td>
<td>42 Last Workign Day (at UNL)</td>
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<td>04 10mo/10mo</td>
<td>FS F-1 Special Permit</td>
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<tr>
<td>05 Summer Session</td>
<td>GF Grad Faculty Fello</td>
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<td>06 Fall Semester</td>
<td>GM Grad Faculty Member</td>
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<td>07 Spring Semester</td>
<td>I9 I-9 Date</td>
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<td>08 Other</td>
<td>QR Faculty Equivalent Rank</td>
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<td>09 Spring Semester 8 mo</td>
<td>RE 401a Eligibility</td>
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<tr>
<td>11 11mo/12mo</td>
<td>RT Resident Alien Tax Status</td>
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<td>12 12mo/12mo</td>
<td>TD Tenure Date</td>
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<td>Water Type (IT0008)</td>
<td>TN Tenure Notification</td>
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<td>1001 Hourly Rate</td>
<td>U4 Benefits Hire Date</td>
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<td>1003 Regular Monthly</td>
<td>UD University Service Date</td>
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<td>1004 10mo/12mo Salary</td>
<td>Monitoring of Dates</td>
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<td>1005 Summer Instruction</td>
<td>01 Probation Expires</td>
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<td>1006 2 Sem/8mo</td>
<td>02 Appointment Expires</td>
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<tr>
<td>1007 9mo/12mo Salary</td>
<td>03 Visa Expires</td>
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<td>1008 Admin Stipend- Salary</td>
<td>04 Work Authorization</td>
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<tr>
<td>1009 9mo/12mo Salary</td>
<td>05 Daily Allowance</td>
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<td>1010 Grant Report Exception</td>
<td>74 Disciplinary Probation Expires</td>
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<td>1018 Temp 9mo/12mo Salary</td>
<td>20 Return from LOA</td>
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<td>1036 Temp Salary/Graduate Salary</td>
<td>70 Next Review Date</td>
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<tr>
<td>1037 Temp Salary/Graduate Salary</td>
<td>71 Work Permit Expires</td>
</tr>
<tr>
<td>1406 Regent, College, Distinguished, Program Prof</td>
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<tr>
<td>9XXX Non-Resident Alien Compensation</td>
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</tbody>
</table>

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Routing Process of PAF Forms

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

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

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

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

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

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

Clarification of VISA Types and Documents that Establish Identity and Employment Eligibility for Form I9

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

B2 Visitor for Pleasure- No Employment is Permitted

F1 Student- Form I94 and Form I-20 required

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

H1 Temporary Worker in a Specialty Occupation- Form I94 and I-797 required.

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

J1 Exchange Visitor- Form I-94 and Form IAP-66 required

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

K1 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


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

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

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

Questions

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

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

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

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### PAF Example – Organizational Change

**Employee Name:** Burke

**Employee ID:** 25114

**Organizational Unit Name:** HPER

#### Personnel Action Form

<table>
<thead>
<tr>
<th>Effective Dates of Action (MMDD/YYYY):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Effective Date: FROM 12/15/2013</td>
</tr>
<tr>
<td>Stand/Stop Pay Date: TO 12/15/2013</td>
</tr>
</tbody>
</table>

#### Description of Action

- **Date:** 12/15/2013
- **Hours:** 8
- **Location:** Computer Operator II

**Position Grade:** 4/000

**Position Title:** Computer Operator III

**Organizational Unit:** HPER

**Org. Unit Phone:** 42672

**Salary Change:**

- **Salary:** $32,54
- **Rate:** 100

**Attendance:**

- **Position:** Full Time
- **Attendance:** 100%

#### Addresses

<table>
<thead>
<tr>
<th>Address Number</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** 100%

#### Planned Working Time

<table>
<thead>
<tr>
<th>Work Schedule Type</th>
<th>Work Schedule Hours per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>8</td>
</tr>
</tbody>
</table>

**Note:** Hours worked at the University in all positions.

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Recurring Payment/Additional Payment Form Example

Authorization Form for
Recurring Payments or Additional Payments
For Department Use

Personnel Number: 18113
Employee Name: Isaiah Burke
Cost Center/WS Element: 46-2487-1103-548

This is a RECURRING PAYMENT Wage Type (check only one) (IT0014)
- [ ] 0615 Housing Allowance
- [ ] 1424 Additional Wages
- [ ] 0017 Retirement Allowance
- [ ] 1412 Summer Instructional
- [ ] 1413 Summer Research

-- OR --

This is a one-time ADDITIONAL PAYMENT Wage Type (check only one) (IT0015)
- [ ] 1424 Additional Wages
- [ ] 0614 Auto Allowance
- [ ] 0601 Awards
- [ ] 0623 Relocation Expenses

Additional Comments: Dr. Burke is being paid $5,000 for consultation on the Therio Good Morning, Get Up and Go Morning Enzyme.

Interval: (check only one) When entering in date use month/day/year (i.e., 11/13/2003).
- [ ] One time payment
  - Effective: / / 2020
  - Amount: $0
  - Amount: $2500

Quarterly:
- 1st $, 2nd $, 3rd $, 4th $, Amount: $0

Other: (i.e. Annually/Rainyday)
  - Amount: $0

Approval Signatures / Dates:

Updated 07/09/2021