



PAF Tips: A Resource to Guide Your Work

University of Northern Iowa

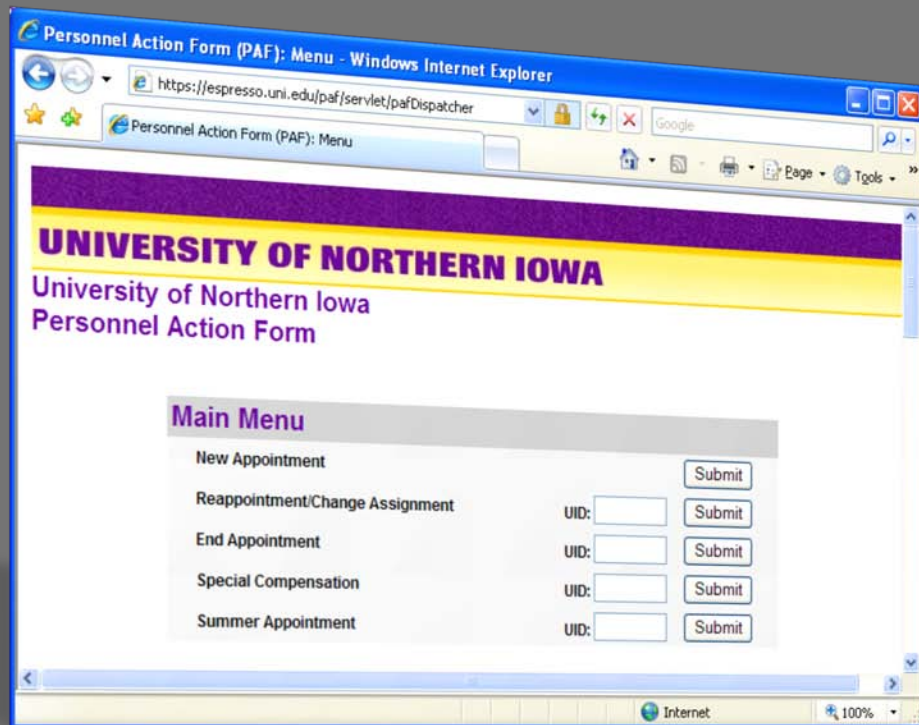


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Tips for Success

1. PAFs should always be completed before the Effective Date.
2. To reduce the amount of late PAFs, please complete and route the PAF as soon as the information is obtained.
3. For additional instructional support, view the PAF instructions:
 - *General PAF Instructions*
http://www.vpaf.uni.edu/hrs/documents/paf_instructions_000.pdf
 - *Summer Session PAF Instructions*
http://www.vpaf.uni.edu/memfis/documents/summer_paf_instr.pdf
 - *Special Compensation PAF Instructions*
http://www.vpaf.uni.edu/hrs/documents/paf_specialcomp_instr.pdf
4. To eliminate errors, read this guide.
5. If the PAF is for a new employee, communicate with the employee to ensure all new hire paperwork is completed prior to the effective date or no later than three days after. If new hire paperwork is not completed within three days of the effective date, by Federal regulation, steps will be taken to terminate this appointment. In addition, until all new hire paperwork is completed, the employee will not be added to MEMFIS. You can play a critical role by ensuring new employees are in the system promptly and are following Federal regulations.



Graduate Assistant

Need To Know

- The Graduate College will not sign the PAF until the Graduate Assistant completes their required paper work AND signs up for at least nine credits for that semester.
- New Appointment vs. Reappointment
If the previous semester the Graduate Assistant had an appointment within your organization, please select the Reappointment PAF.
- Wanting to add a second appointment? If so, the following conditions must be met:
 - a. Student and Graduate Assistant appointments can be concurrent if the organizations are different.
 - b. Graduate Assistant and P&S appointments cannot be concurrent.
 - c. Graduate Assistant and Faculty appointments cannot be concurrent.
 - d. Graduate Assistant and Merit appointments cannot be concurrent.

Organization/Job Category Tab

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
Effective Date:			<p>New Appointment and Reappointment PAFs: Typically, the Effective Date is the first day of classes for that specific semester.</p> <p>End Appointment PAFs: If the end date is different than the original Appointment Expiration Date, the preparer should complete an End Appointment PAF. Generally, the Effective Date should be the last day physically worked.</p>							

Assignment Information Tab

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
Payroll:			This field should always be Monthly .							
Salary Basis:			Typically this field should be Salary .							
Timecard Approver:			This field should be left blank.							
Appointment Status:			This field should always be Temporary .							
Appointment Status Date:			New Appointment PAF: This field should always be the same as the Effective Date .							

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
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Assignment Category: *Select from:*

- **T Fall** if the appointment starts the first day of class for the fall semester.
- **T Spring** if the appointment starts the first day of class for the spring semester.
- **T Other** if the appointment did not start on the first day of class. Please go to the ASSIGN STATUS tab and in the Additional Assignment Information text box describe how the salary should be divided.

Specific Tab

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
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Percent or time/week: *Examples*
 100% = 20 hours per week
 50% = 10 hours per week

Labor Distribution Tab

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
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Alternate LD: *Tips*

- Do not proceed if the Alternate LD account is INVALID.
- If the account code is set to expire on or before the **Effective Date**, please select another account.
- Verify the **Percent of Time** equals 100% before proceeding.
- **End Date** is always the last day of the month.



Faculty

Need To Know

- New Appointment vs. Reappointment
If in the previous semester the Faculty had an appointment within your organization, please select the Reappointment PAF.
- Wanting to add another appointment? If so, Faculty cannot have concurrent Graduate Assistant and Faculty appointments.

Faculty Determination Guidelines

		Faculty	Faculty Non-Unit
Full-time Academic Year Appointment (12 credit teaching hours)		X	
Full-time Semester Appointment			
	First Time		X
	Second Time	X	
50% time or greater Academic Year Appointment (6-11 credit teaching hours)		X	
50% time or greater Semester Appointment (6-11 credit teaching hours)			
	First Time		X
	Second Time		
	Greater than 50%* Average of first and second semester credit teaching hours is equal to or greater than 50% (Average credit teaching hours over two semesters are six (6) or more).	X	
	Less than 50%* Average of first and second semester credit teaching hours is equal to or greater than 50% (Average credit teaching hours over two semesters are six (6) or more).		X
Less than 50% Semester Appointment, but at least 2 credits teaching hours (2-5 credit teaching hours)			
	First Time		X
	Second Time		X
	Third Time	X	

* If you do not know the percent of time, please contact the Provost office.

- Appointments do not need to be in successive semesters.
- Once classified as FACULTY the faculty member will continue FACULTY status regardless of the amount of credit teaching hours in subsequent semesters.
- If a faculty member who is classified as FACULTY has a primary appointment change to any of the following he/she must be reclassified as FACULTY NON-UNIT:
 - Academic Administrator
 - Dean
 - Department Head
 - Lab Assistant
 - Instructional Assistant
 - Graduate Assistant

Organization/Job Category Tab

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
Effective Date:			<p>New Appointment and Reappointment PAFs: If the Appointment Status = Temporary, the Effective Date will be the first day of classes.</p> <p>End Appointment PAFs: If the end date is different than the original Appointment Expiration Date, the preparer should complete an End Appointment PAF. Generally, the Effective Date should be the last day physically worked.</p>							
Job Category:			Read "Faculty Determination Guidelines" on page 5.							

Assignment Information Tab

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
Payroll:			This field should always be Monthly .							
Salary Basis:			This field should always be Salary .							
Timecard Approver:			Complete this field if the Timecard Approver is different than the Supervisor.							
Appointment Status:			<p>If Job Category = Faculty, then select from one of the following:</p> <ul style="list-style-type: none"> • Probationary • Temporary • Tenured • Term • Renewable Term-Init <i>Special Note:</i> Use this status for the first Renewable Term appointment of a faculty member and include an Appointment Expiration Date on the SPECIFIC tab. This status can be used starting 01-JUL-09. • Renewable Term <i>Special note:</i> Once the status "Renewable Term-Init" expires, create a Reappointment/Change PAF with the status "Renewable Term" and verify the Appointment Expiration Date is blank (i.e., this status does not have an expiration date). <p>If Job Category = Faculty Non-Unit, this field should always be Temporary.</p>							

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
Appointment Status Date:				<p>New Appointment PAF: This field should always be the same as the Effective Date.</p> <p>Reappointment PAF: Should only be completed to reflect a change in Appointment Status; for example a change from Temporary to Term, Probationary or Tenured or when a Renewable Term-Init expires and the faculty member is being reappointed for a one year term. A Reappointment/Change PAF must be completed for every subsequent one year reappointment of that person.</p>						
Assignment Category:				<p>If Job Category = Faculty AND Appointment Status = Temporary, then select from one of the following:</p> <ul style="list-style-type: none"> • T AY Pd 10 • T Fall • T Spring • T Other <p>If Job Category = Faculty AND Appointment Status = Probationary, Renewable Term-Init, Renewable Term, or Tenure, then select from one of the following:</p> <ul style="list-style-type: none"> • NT AY Pd 10 (Contracted 9 months, paid over 10 months) • NT AY Pd 12 (Contracted 9 months, paid over 12 months—do not select if first year of employment) <p>If Job Category = Faculty Non Unit, then select from one of the following:</p> <ul style="list-style-type: none"> • T AY Pd 10 • T Fall • T Spring • T Other <p>Do <i>not</i> select one of the following:</p> <ul style="list-style-type: none"> • NT AY 10 Pd 10 • NT Fall • NT Spring • T AY 10 Pd 10 • T Seasonal 						

Specific Tab

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH										
Rank:		Select from one of the following: <ul style="list-style-type: none"> • Professor • Assoc Professor • Asst Professor • Instructor • Lecturer • Teaching Asst/Assoc • Research Asst/Assoc • Lab Assistant Do <i>not</i> select one of the following: <ul style="list-style-type: none"> • Non applicable • Undesignated 																		
Appointment Expiration Date:		If Appointment Status = Renewable Term-Init, Temporary, or Term then complete this field.																		
Percent of time/week:		This field is based on the number of credits being taught by the faculty member. Twelve (12) credit hours per semester are used as the base for this calculation. Common examples are: <table style="margin-left: 40px; border: none;"> <tr> <td>12 credit hours</td> <td>100% time</td> </tr> <tr> <td>9 credit hours</td> <td>75% time</td> </tr> <tr> <td>6 credit hours</td> <td>50% time</td> </tr> <tr> <td>3 credit hours</td> <td>25% time</td> </tr> <tr> <td>1 credit hour</td> <td>8.33% time</td> </tr> </table> <p>In unusual circumstances a faculty member may be teaching an intermediate number of credit hours. The percent of time for any intermediate number of credit hours can be calculated by adding the 1 credit hour percent of time (8.33%) to one of the above percentages. For example, if a faculty member is teaching 8 credit hours add $8.33\% \times 2 = 16.66\%$ to the 6 credit hour percent of time (50%) to get 66.66%.</p>									12 credit hours	100% time	9 credit hours	75% time	6 credit hours	50% time	3 credit hours	25% time	1 credit hour	8.33% time
12 credit hours	100% time																			
9 credit hours	75% time																			
6 credit hours	50% time																			
3 credit hours	25% time																			
1 credit hour	8.33% time																			

Labor Distribution Tab

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
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Alternate LD:

Tips

- If the Default LD ends prior to Appointment End Date, select Alternate LD and indicate an End Date (no End Date is needed for the Default LD).
- Do not proceed if the Alternate LD account is INVALID.
- If the account code is set to expire on or before the Effective Date, please select another account.
- Verify the **Percent of Time** equals 100% before proceeding.
- **End Date** is always the last day of the month.
- Adding an Alternate LD that is ending before the appointment? If so, see the following “good” example.

PAF Effective Change Date: 01-NOV-08

Default Labor Distribution

Account Code											
FUND	AY	ORG	OBJECT	PROG	FUNC	ACTIV	OPEN	BDGT LINE	Percent of Salary	Start Date	
1111	00	22222	33333	0000	44	0000	000		100.00	01-AUG-08	
<i>Account Code Description</i>											

Current Labor Distribution

Account Code												
FUND	AY	ORG	OBJECT	PROG	FUNC	ACTIV	OPEN	BDGT LINE	Percent of Salary	Start Date	End Date	
1122	00	33444	55666	0000	77	0000	000		68.50	01-OCT-08	31-MAR-09	
<i>Account Code Description</i>												
1122	00	33444	55666	0000	77	0000	000		100.00	01-APR-09	30-JUN-09	
<i>Account Code Description</i>												
2233	00	44555	66777	0000	88	0000	000		31.50	01-OCT-08	31-MAR-09	
<i>Account Code Description</i>												
									Total:	200		

Alternate Labor Distribution

Account Code												
FUND	AY	ORG	OBJECT	PROG	FUNC	ACTIV	OPEN	BDGT LINE	Percent of Salary	Start Date	End Date	
3344	00	55666	77888	0000	99	0000	000		60.00	01-NOV-08	31-MAR-09	
<i>Account Code Description</i>												
4455	00	66777	88999	0000	11	0000	000		40.00	01-NOV-08	31-MAR-09	
<i>Account Code Description</i>												
									Total:	100		
<hr/>												
4455	00	66777	88999	0000	11	0000	000		100.00	01-APR-09	30-JUN-09	
<i>Account Code Description</i>												
									Total:	100		

Educational Information

MENU	NAME	ORG/JOB CAT	TITLE	ASSIGN INFO	ASSIGN STATUS	SPECIFIC	LD	FOUND	EDUC	FINISH
Educational Information:			<p><i>Tips</i></p> <ul style="list-style-type: none"> • For all New Appointment PAFs this field is required. • For other PAF types it is critical to include updated information; for example, if someone receives another MA or PHD. 							

For questions regarding PAF preparation, send a message to paf-support@uni.edu