

Instructions for Special Compensation Personnel Action Form (PAF)

Last Updated 20-MAR-2009

1. Log in to MyUniverse/My Transactions/Personnel Action Form (PAF)

Person Information

2. Enter Employee UID for the employee being paid Special Compensation.
3. Click Submit.
4. Enter Effective Date (start date for Special Compensation work).
5. Select the primary (main) assignment if more than one is shown in the Assignment drop down box.
6. Click Create PAF.
7. Employee's name will be displayed. If correct, Click Save, Go to Next.

Special Compensation Section

8. Enter the following information in the Special Compensation Section:
 - Start Date (defaults from effective date entered).
 - End Date (date Special Compensation work is completed).
 - Special Comp Total Amount.
 - Description of work performed and pay schedule - for Grants or Contracts accounts, include how the amount to be paid was calculated.
 - Select the Organization paying Special Compensation.
9. Click Save, Go to Next.

Labor Distribution Schedule

The Labor Distribution Schedule must add up to 100%. For Special Compensation payments, the LD Start Date is the 1st day of the month the Special Compensation is expected to be paid. The LD End Date is the last day of the month the Special Compensation is expected to be paid.

10. The Special Comp Labor Distribution will default to the organization selected. If this is correct, Click Save, Go to Next. You do not need to enter the LD End Date.
11. If the default is not correct:
 - Click Create Alternate LD Section.
 - The Default LD Schedule will be copied into the Alternate LD Section for you to edit.
 - To edit a line, click Edit, enter the changes and click Save.
 - If the LD Schedule requires more than one line, enter the LD Schedule and click Add. Continue adding lines as needed.
 - Click Save, Go to Next.
12. LD Schedules are checked for valid combinations when saved. If the screen turns red, please make sure the combination you entered is correct. If you entered the account

correctly and still receive the red error message, contact Tonya Gerbracht, 3-6520, in Financial Accounting and Reporting Services for assistance, tonya.gerbracht@uni.edu
For grants accounts, contact Michele Mullings-Shand, 3-6418, in Sponsored Programs for assistance, michele.mullings-shand@uni.edu

Foundation/Alumni Account

If Fund = 9404, 9405, 9407 or 9709, you need to complete this section.

13. Enter the Fund.
14. Enter the Foundation/Alumni 6-digit account number.
15. Enter Amount.
16. Click Add.
17. Enter as many additional lines as needed.
18. Click Save, Go to Next.

Approvals/Routing

19. Enter the approval names:
 - Special Comp Organization Manager (organization paying Spec Comp).
 - Save.
 - Employee's Supervisor (click on the Assign Info Tab to see the employee's supervisor).
 - Principal Investigator (if grant account) Include the name of the Principal Investigator.
 - Dean or Director (for organization paying Spec Comp).
 - Foundation (if Fund = 9404, 9405, 9407 or 9409) For UNI Alumni Association, fund 9404, enter the name Mark Jastorff for approval; for UNI Foundation funds 9405, 9407, & 9409, enter the name Molly Wilson for approval.
 - Graduate College (if grad assistant). Enter the name Sue Joseph for approval.
 - Grants & Contracts (if Fund = 4000-6900). Enter the name Michele Mullings-Shand for approval.
 - Budget (Mary Prenosil).
 - Division Head (for organization paying Spec Comp).
20. Click on Print Preview and review before printing.

Print PAF

21. Print the PAF form on **one sheet of paper (front/back)** and manually route for signatures (in an ink other than black.) If you do not have a duplex printer, please use your copier to make a duplex copy before routing.
22. After printing the PAF, click on the Back button to return to the PAF application. To complete another PAF, click on the Menu tab. To exit, click on the Back button and log out of MyUniverse.

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