

**REQUIRED FIELDS denoted by \***

All fields in this section must be completed. A “new to the university” person will not have an Employee ID #. In this case the Employee ID can be left blank.

**EFFECTIVE DATE OF ACTION:** This is the date that the PAF will go into action; not necessarily their employment date.

**INTERNATIONAL:** Select this box if the individual you are hiring is an international employee. When International, this box needs to be selected regardless of the section you are completing on the PAF.

**WORK STUDY:** Select this box if student worker you are hiring is being paid through Work Study. When Work Study, this box needs to be selected regardless of the section of the PAF you are completing.

**EMPLOYMENT:** Choose only one.

- Initial Employment
  - Faculty or Staff – It is considered initial employment if the employee has never been employed in a prior position at the university.
  - Student – It is considered initial employment if the student employee has never been employed in a prior student position.
- Re-hire
  - Faculty or Staff – It is considered a re-hire if the employee has held a previous position as a faculty or staff.
  - Student – It is considered a re-hire if the employee has held a previous position as a student.
- Summer Budget – Use this block if the employee is working as teaching faculty in the summer budget.
- Overload – Use this block if it is a Faculty teaching an overload.
- Intercession – Use this block if it is a Faculty teaching an Intercession.
- Additional Pay – Use this block if this is for work performed outside of the employee’s regular job duties.

**Class:** Select the appropriate box. Choose only one. Specify student or GA only when the employee is being hired into a student worker or graduate assistant position at The University of Southern Mississippi.

**Campus Location:** Select the appropriate box. Choose only one.

**Work Study:** Select appropriate status. CS is community service, CS Reads is community service reads, CS Math is Community Service Math, Other

- School/Discipline/Department Information
  - Fund: Examples 10H10, 16H20.
  - Sch/Disc/Dept #: Examples 120014 or 990014
  - Program: Examples 09900, 06001
  - %: If the employee is paid from two or more budgets, indicate the percentage.
  - Position #: If the position is an existing position, indicate the position #.
  - Replacement for: If the position is an existing position, indicate whom the person is replacing.
  - Indicate School/Discipline/Department Name
  - Job Title
  - Hours per week
  - If a Graduate Assistant, list the GA code and GA appointment.
  - If a Graduate Assistant, indicate if the position is 9 months, 12 months, or 3 months (Summer).

**Supervisor ID:** Provide the ID# of the person approving the employees’ time.

**Status of Employee:** Select the appropriate category.

- Temporary employment is any employee with no benefits. Temporary employees may not exceed 3 months if working 20 hours or more per week. Any temporary part-time employee who work less than 20 hours per week are not benefit eligible.
- Regular employment is any employee receiving benefits in a full or part-time position.
- Full-time – 40 hours per week
- Part-time – less than 40 hours per week
- Benefit Eligible – Employee working 20 or more hours per week for longer than 3 months.

**Pay Group:**

- Monthly – Regular or temporary employee paid on 12-month salary (monthly) basis
- Hourly- Regular or temporary employee paid on an hourly rate
- Faculty 9/9 – Employee working on a 9-month contract
- Summer 3/3 – Faculty employees working on a grant in the summer months
- GA – A graduate student employee on an assistantship
- Student – A regular student employee

**FLSA:**

- Exempt – exempt from overtime pay
- Non-exempt – eligible for overtime pay

**Rate of Pay:** Indicate whether the pay amount is an annual rate, an hourly rate, a monthly rate, or summer rate (if summer, include lump sum summer budget pay, mark the summer budget block and indicate in the appropriate section the number of course hours teaching).

**Summer:** Indicate if the faculty member is Teaching or Research. If teaching, indicate the course length.

**Tenure Status:** If faculty, indicate the appropriate status.

**MAINTENANCE ACTIONS:** Select the appropriate action.

- Transfer
  - Employee moving to new position with no change in title or pay.
  - Student moving from work study to wage and vice-versa.
- Promotion
  - An employee has an increase or expansion of job tasks and responsibilities to make the position more challenging.
  - Change in rank for faculty.
  - Employee moves to a new position at a higher grade level and/or pay increase within the current department or in a new department.
- Position Change
  - Employee moves to a new position within the same department
  - Employee changes from temporary to regular status, part-time to full-time status, Student to Staff, or vice-versa.
  - Change in title without level change
- Data Change
  - Grant funding is extended
  - To correct wrong department #, misspellings of names, etc.
  - Funding change
  - Decreasing or increasing hours an employee works.
  - An employee's supervisor ID is changing.
  - An employee moves from one pay group to another.
- Pay Rate Change
  - Compensation change

**LEAVE OF ABSENCE:** Indicate With Pay or Without pay. Then indicate the reason for the leave and the effective date the leave will begin (the first day the employee is not working). Indicate an expected return date. Once the actual return date is known, a new form must be completed with the new date. Family and Medical Leave will require additional paperwork.

**TERMINATION:** All fields and blocks are mandatory for this section. Employee must bring completed out-processing clearance forms to Human Resources. Employee may be paid for unused annual leave up to a maximum of 240 hours. If eligible, it will not be distributed without completed Out-Processing Form.

**REMARKS:** This section may be used with any of the above sections.

**APPROVALS:** Obtain all necessary signatures before sending to Human Resources. Some transactions may require signature approval at the vice presidential or presidential level.