

**University of Richmond**

**Full-time Faculty New Hire/Rehire PAF**

**Employee Information**

UR ID First

Last Preferred First Name

Hire Date End Date (Term Hire)

Has employee worked continuously at an institution of higher education in the previous 12 months? Yes No

Has employee previously worked at UR? Yes No

**Payroll Appointment Information**

Position # Full Academic Year/Continuing/Term

Position Title Fall Semester Only (5 Pays)

Position Title Spring Semester Only (5 Pays)

Check here if position is primarily research Contracted Pays Elected to be paid over months

Total Salary Monthly Pay

Total Monthly Salary Deferred Amount

Payroll Begin Date Payroll End Date

*August 1 for Fall; January 1 for Spring* **Term Hires Only:** December 31 for Fall; May 31 for full year 10-pay and Spring 5-pay or July 31 for full year 12-pay

**Labor Distribution**

Fund	Org	Acct	Index	%

**Comments**

**Approvals - As required by your division or department**

Preparer Date

Approver or PI (Grants) Date

Grants Accounting Manager Date

Dean Date

**HR/Payroll Use Only**

Retirement Eligibility Date

Human Resources Date