

University of Richmond

Staff New Hire/Rehire Paid Monthly PAF

Form to be used for exempt staff

Employee Information

UR ID First

Last Preferred First Name

Hire Date End Date

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

Referred By

Information from Hiring Manager

Approver

Name Limited Term: Yes No

Position # Grant: Yes No

Job Assignment

Position # Hours/Day Hours/Pay

Position Title Months/Year Total Hrs/Year

Annual Salary Monthly Salary FTE

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

Provost or AVP Date

HR/Payroll Use Only

Use for monthly paid employees not working entire current pay period Salary Override Amount Hours Rate Amount

Use for monthly paid employees who started working the end of the prior pay period Additional Amount Hours Rate Amount

Retirement Eligibility Date Date

Human Resources