University of Richmond

Adjunct Faculty Payroll Addition or Change PAF
Form to be used for adding or making a change after the spreadsheet has been submitted to HR

Employee Information

UR ID	First
Last	Full-Time Part-Time/Adjunct

Current Appointment	**Updated Appointment**
Complete when adding appointment *Full-time employees complete only through "Each Payment"*	*Complete both columns when updating appointment* *Full-time employees complete only through "Each Payment"*

Payroll Start Date	Payroll Start Date
Payroll End Date	Payroll End Date
Position #	Position #
Total Salary for Term	Total Salary for Term
# of Payments	# of Payments
Each Payment	Each Payment

# Days Per Week	# Days Per Week
x 10 Hours	x 10 Hours
# of Weeks Worked	# of Weeks Worked
Total Hours	Total Hours
Hours/# of Payments	Hours/# of Payments
Days Worked at UR	Days Worked at UR
FTE	FTE

Current Labor Distribution						Updated Labor Distribution				
Fund	Org	Acct	Index	%		Fund	Org	Acct	Index	%

Comments

Approvals - *As required by your division or department*

Preparer	Date
Approver	Date
Dean	Date

HR/Payroll Use Only

Human Resources	Date