

University of Richmond

Faculty Change PAF

Form to be used when faculty have a status change like Contract Renewal or Adjunct to Tenure Track or Visiting to Tenure Track

Employee Information

UR ID First
Last

Current Information

New Information

Position #	Position #
Position Title	Position Title
FTE	FTE
Payroll End Date	Contract Start Date
Total Salary	Contract End Date
Job Change Reason	Payroll Effective Date
	Total Salary

Current Labor Distribution

New Labor Distribution

Fund	Org	Acct	Index	%		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

Human Resources Date