

University of Richmond
Staff Change Monthly PAF

Employee Information

UR ID First
 Last

Current Leave Approver

New Leave Approver

Name Name
 Position # Position #

Current Position

Updated Position

Position #	Limited Term: Y	N	Position #	Limited Term: Y	N
Position Title			Position Title		
Payroll End Date			Payroll Start		Payroll End
Annual Salary			Annual Salary		
			Hours/Day		Hours/Pay
Job Change Reason <i>Please refer to chart.</i>			Months/Year		Total Hrs/Year
			Monthly Salary		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 or PI (Grants)	Date
Grants Accounting Manager	Date
Dean	Date
Provost or AVP	Date

HR/Payroll Use Only

Salary Override Amount - Partial Month			Salary Override Amount - Partial Month		
Hours	Rate	Amount	Hours	Rate	Amount
Retirement Eligibility Date			Current Monthly Salary		
Human Resources			Date		