Instructions for Completing Faculty Additional Compensation PAFs

To be used for processing all stipends for full-time, part-time, and adjunct faculty

(Access PAFs through the HR Website—http://hr.richmond.edu/forms

UR ID	Enter Employee ID
First/Last	Enter employee first name/last name
Earn Codes	Select from drop-down choices based on instructions received earlier from Tim Vest (July 1, 2017)
Full-Time; Part-Time/Adjunct	Select appropriate box for faculty member's status in primary position.

Section 1 – Complete for all payments.

Payroll Start Date	Enter the first day of the month; i.e., June 1 would pay on July 1
Payroll End Date	Enter the last day of the month
Position #	111111 (Monthly); 222222 (Bi-weekly)
Total Salary for Term	Enter total amount to be paid
# of Payments	Enter number of payments
Each Payment	**This box automatically calculates**. Please do not override this box.

Section 2 – Complete for part-time and adjunct payments.

# Days Per Week	Enter number of days per week the faculty member is working.
X 10 Hours	**This box automatically calculates**. Please do not override this box.
# of Weeks Worked	Enter number of weeks the faculty member is working.
Total Hours	**This box automatically calculates**. Please do not override this box.
Hours/# of Payments	**This box automatically calculates**. Please do not override this box.
Days Worked at UR	Enter M, T, W, TR, F, Sat, Sun. We MUST know the actual day of the week.

Section 3 – Complete for all payments.

Labor Distribution	All stipends paid on this PAF are charged to 6213; therefore, this is hard coded. Please enter remaining information for Fund, Org, Activity, & Index. Activity is a new box (leave blank unless this information is known.)

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Comments   Added explanations. HR does require backup for the PAF.

Approvals   We now accept/prefer electronic signatures on PAFs. Please do not
                          duplicate electronic and paper copies of PAFs. Complete the approvals
                          (signatures) as required by your division or department. A matrix for
                          approval routing is being studied.

HR/Payroll Use Only   To be completed by Human Resources only.

***SPECIAL NOTE   Once completed and approved, the PAFs are sent directly to HR. They
                          can be sent electronically through the URHR@richmond.edu Inbox. The
                          deadline for all monthly transactions is the 15th of each month. This
                          date is sometimes adjusted due to holiday schedules. Any PAFs received
                          after the 15th will be processed for the next payroll (payment delayed by
                          1 month).

Instructions updated: November 7, 2018 (Brenda M. Duttweiler)