

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

Full-Time; Part-Time/Adjunct Select appropriate box for faculty member's status

Section 1 – Complete for all payments.

Payroll Start Date Enter the first day of the month

Payroll End Date Enter the last day of the month

Position # 111111

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.)

Comments	Added explanations. HR does require backup for the PAF.
Approvals	We now accept 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 forthcoming.
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 15 th of each month. Any PAFs received after the 15 th will be processed for the next payroll (payment delayed by 1 month).