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 15th of each month. Any PAFs received after the 15th will be processed for the next payroll (payment delayed by 1 month).

Instructions updated: July 12, 2017 (Brenda M. Duttweiler)