Instructions for Completing Adjunct Faculty New Hire PAFs

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

PAF to be used for adding new or rehired adjunct faculty. Rehires are those who have been terminated in Banner and are returning to the University.

Contact: Brenda M. Duttweiler (Ext. 8747) Revised date: 03/26/2019

UR ID	Enter Employee ID.
First/Last	Enter employee first name/last name.
Preferred First Name	Enter employee's preferred name or nickname.
Hire Date	Enter date of hire. Academic calendar is accessible as a link.
Select Term	Select from drop-down choices.
School	Select from drop-down choices. We now have placeholder position numbers for purposes of UR Talent Web.
U.S. Citizen?	Select "Yes" or "No."
Department Name	Enter department name.
Home Org #	Enter Home Org.
Comments	Add explanations that will provide information for clarity.
Approvals	Complete the approvals (signatures) as required by your division or department. We prefer electronic signatures on PAFs so that we can continue our sustainability initiatives to avoid printing. Please do not duplicate electronic and paper copies of PAFs. If you are using the PAF as a template, the electronic signatures must be updated as well.
HR/Payroll Use Only	Please do not complete this section. To be completed by HR Representative completing the data entry.
***SPECIAL NOTE	Once completed, the PAFs are sent directly to HR. They should be sent electronically through the URHR@richmond.edu Inbox. Additional documentation can be scanned and included as well.