

Instructions for Completing Adjunct Faculty Payroll Addition or Change PAF

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

PAF to be used for adding or making a change to an adjunct payment after the spreadsheet has been submitted to HR.

Contact: Brenda M. Duttweiler (Ext. 8747) Date: March 25, 2019

UR ID	Enter Employee ID.
First/Last	Enter employee first name/last name.
Full-Time/Part-Time/Adjunct	Select status from options available.
Current Appointment	Complete all information under Current Appointment per instructions on PAF when adding appointment/payment information. If you are not changing an appointment, the “Current Appointment” information is the only side to complete. Special note: “Days Worked at UR” requires the actual days, Monday, Tuesday, Wednesday, Thursday, Friday.
Current Labor Distribution	Complete based on where the labor is currently being charged for this appointment/payment.
Updated Appointment	Complete all information under Updated Appointment when making changes to an existing appointment/payment information. When changing appointment/payment information, both sides of the PAF need to be completed.
Updated Labor Distribution	Complete based on updated appointment above if there is a change to labor.
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. An HR Representative completing this transaction should sign and date after processing.
***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.