

Completion Instructions For Personnel Action Form (PAF)
St. Louis Campus Only

This form is used to create the payroll/personnel record for a University employee. If you have questions about completing the form, contact the Human Resources Office for assistance.

1. **Applicant ID - Leave Blank**-For Human Resources Use Only.
2. **Employee Name** - The legal name of the individual **as it appears on the Social Security card**, e.g.
Smith Jr,John Baker-Brown,Mary Kate Brown,Samuel L
3. **EMPLID** - An eight-digit number assigned automatically by the PeopleSoft system. It will be used as the unique identifier for each employee. E.g., 01000444. Leave Blank for new hires.
4. **Social Security Number** - Enter social security number. Must be the same as recorded on the W-4 Form, e.g. 332-44-8789.
5. **Effective Date** - The date the personnel action is effective. (mmddy)
6. **Action** - Defines the personnel action being taken: See Action/Reason Table:
<http://www.umsl.edu/asp/pdf/actionreason.pdf>
7. **Reason** - Defines the reason for the action being taken. Record the appropriate code that corresponds to the reason for the action. See Action/Reason Table:
<http://www.umsl.edu/asp/pdf/actionreason.pdf>
8. **Expected Job End Date** - Date employee's job is expected to end. (Use for all academic personnel, part-time staff and student appointments) **Complete only if you want job to end automatically.**
9. **Position Number - For Staff Appointments Only -Leave Blank** - Number assigned by PeopleSoft Position Management.
10. **Business Unit** - The five-character code that identifies the campus/business unit.
Choose one: **COLUM, HOSPT, KCITY, ROLLA, STLOU, UOEXT, or UMSYS**
11. **Home Dept (Code)** - This **alphabetic** code identifies the specific department that has fiscal, programmatic and administrative responsibility for the employee. See PeopleSoft Home Dept Code Table: <http://www.umsl.edu/asp/pdf/hdeptcodes.pdf>
12. **Job Code** - The four-digit code assigned to a specific job title. See Compensation Web Site:
<http://www.umssystem.edu/ums/departments/hr/compensation/>
13. **Benefit Status** - Describes the benefit eligibility of the employee. **Regular** – all benefit eligible employees. **Temporary** – all non-benefit eligible employees.
14. **Benefit Status - Full-time** – a job with 1.00 FTE and 40 Standard Hours. **Part-time** – a job with less than 1.00 FTE and less than 40 Standard Hours.

15. **Empl Class** - Mark (X) the box that describes the class of the employee for Benefit Administration. See Employee Class Table: <http://www.umsl.edu/asp/pdf/Emplclass.pdf>
16. **Standard Hours** - The average number of hours the employee is expected to work each week. See Standard Hrs Conversion Chart: <http://www.umsl.edu/asp/pdf/stdhrsconv.pdf>
17. **FTE** - The full time equivalent of effort for the employee. FTE **must** be consistent with the standard hours. See Standard Hrs Conversion Chart: <http://www.umsl.edu/asp/pdf/stdhrsconv.pdf>
18. **Pay Group** - Code that describes the structure of the compensation. Choose one: **BIW** or **MON**
19. **Holiday Schedule** - Choose **None**; **UM** Not used by the St. Louis Campus.
20. **EE Type** - Choose **H** – for hourly employees and Choose **S** - for monthly and contract employees.
21. **Tax Location** - The county where the work is performed. **STLOUCO**-St. Louis County, **STLOUCI**-St. Louis City or **STCLAIRIL**-East St. Louis, IL
22. **FICA Status** - Identifies FICA eligibility. Choose: **E** - exempt from FICA or **N** - subject to FICA. Students enrolled in at least half time at the University of Missouri are exempt from FICA (Social Security) taxes. Some EEs are eligible due to their non-resident alien status. See HR Policy 300 and 222: <http://www.umssystem.edu/ums/departments/hr/manual/>
23. **Comp Frequency/Rate Code** - Indicates the manner in which the appointment will be paid: Choose one: **Hourly/NAHRLY**, **Monthly/NAANNL**, or **Contract/NAANNL**.
24. **Comp Rate** - Record the hourly rate, monthly rate or the contract payment that the employee will receive.
25. **Comp Freq** - Type **H** for hourly paid employees, **M** for monthly paid employees, or **C** for contract paid employees (must be consistent with **Compensation Frequency/Rate Code** in box 21)
26. **Job Description ID - For Academic Appointments Only**-A unique Position Number that is assigned to each full-time position. Part-time and student appointments can use the same position number as assigned to a particular department. Numbers are assigned by Pat Camp/HR, ext. 6466
27. **Benefit Eligibility Date** - The date an employee becomes eligible for University benefits. Duration of appointment must be for at least 9 months. Leave blank for part-time and student employees. (mmddy)
28. **UM Working Title** - The title used to identify the employee's work assignment. Department may use an approved working title in addition to the title derived from the job code table.
29. **I-9 Expiration Date - Rehire Appointments Only-Leave Blank for New Hires**. Date recorded is 3 years from the date that the employee's initial I-9 was completed; found on the UM Specific Panel in the HR Production Database: [Home](#)⇒ [Workforce Admin](#)⇒[Job Information](#)⇒[Job Data](#)⇒[UM Specific](#)

30. **Work Auth Date - Leave Blank**-For Human Resources/Non-Resident Alien Spec. Use Only.
31. **Shift Diff Code - Leave Blank**-For Hospital Use Only.
32. **Probation Date - Leave Blank**-For Human Resources Use for Staff Only.
33. **End Date** - Use for all Academic Appointments, Part-time Staff and Students. **Complete when job is not expected to end automatically.**
34. **Academic** - Mark (X) the box if employee has an Academic title (Teaching or Research).
35. **Effective Date** - The date this particular line of funding begins. (mmddyy)
36. **Business Unit** - The five-character code that identifies the campus/business unit associated with this line of funding.
37. **Department** - The **alphabetic** code for the department associated with this line of funding. See PeopleSoft Home Dept Code Table: <http://www.umsl.edu/asp/pdf/hdeptcodes.pdf>
38. **Job Code** - The four-character code assigned to the job title associated with this line of funding.
39. **Earn Code** - The three-character code that identifies the type of pay, e.g. REG, REX. See Earn Code Table: <http://www.umsl.edu/asp/pdf/hearncodes.pdf>
40. **Comp Rate** - For **monthly paid employees only** - the amount the employee is paid from this line of funding. **For contract pay** - the entire contract amount associated with this line of funding.
Note: Do not use for employees with one line of funding; choose 100% in box 41.
41. **Distribution %** - The percentage of the employee's compensation rate to be charged to this line of funding. **Note:** the total percentage of all lines of funding must total 100% for each effective date regardless of standard hours/FTE.
42. **MoCode** - The five-character alpha/ numeric code assigned by finance that represents the chartfield string of the cost center to be charged.
43. **Account** - The six-digit GL Account associated with the job code, e.g. 706300. See WebTime Job Code Look-up or Compensation and Support Services/Job Code Detail at the following website: <http://www.umssystem.edu/ums/departments/hr/compensation/detail/index.shtml>
44. **Benefit Record No.** - **Leave Blank**-For HR Use Only
45. **Annual Benefit Base Rate (ABBR)** - **Leave Blank**-For HR Use Only.

46. **Eligibility Field 1 (Leave Plan)** - Mark (X) the appropriate Leave Plan according to the following chart:

EXVAC	Eligible for VAC	A benefit eligible monthly paid employee eligible for the University's leave plans.
NEVAC	Eligible for VAC	A benefit eligible bi-weekly paid employee eligible for the University's leave plans.
Nurses	NOT USED IN STLOU	
None	Not eligible for Leave Plans	An employee that is NOT eligible for Vacation, Sick and Personal Leave.

47. **Benefit Program Eff Date** - For **New Hires**, date should be the same as in box 27 (**Benefit Eligible Date**); for **Rehires** enter the date of rehire.

48. **Benefit Program** - Defaults to **DBP**. You will notice on the turnaround PAF that the appropriate Benefit Program is listed for the employee (i.e., MPE, BPE, etc.). If an employment status change effects benefit eligibility-**do not** update this field. HR will handle these types of changes.

49. **Contract Effective Date - Leave Blank**-For HR Use Only

50. **Contract Pay Type** - If Contract pay, mark (X) the appropriate box.

51. **Payment Terms** - Mark (X) the appropriate box that indicates the period over which contract payment will be made. If the employee is a 9/12, choose (**9 month paid over 12**); otherwise choose '**Pay Over Contract**'. **Note: Do NOT use Pay Over ___Months.**

52. **Monthly Frequency** - Defaults to **M** for all contract paid employees.

53a. **Contract Begin/End** - For employees paid on Compensation Frequency '**Contract**' enter the beginning and ending dates of the contract period.

53b. **Payment Begin/End** - For employees paid on Compensation Frequency '**Contract**' enter the beginning and ending dates of the period over which contract payment will be made.

54 - 60 Academic positions only

54. **Tenure Status** - Mark (X) the box that identifies the tenure status of the employee.

55. **Home Rank** - If applicable, mark (X) the box that indicates the employee's home rank.

56. **Track Start Date** - The date tenure tracking begins. Complete for non-tenure (**on track**) appointments only.

57. **Tenure Home** - The **alphabetic** code of the department responsible for the employee's tenure status.

58. Mandatory Review Date - This date denotes the last date the faculty member can be notified of either being granted tenure or that he/she will be given a one-year terminal contract for the upcoming year. Must be notified by August of the Tenure Review Year, e.g. 08/01/yy

59. Tenure Granted Date - If hired with tenure, enter the hire date, otherwise leave blank. (mmddyy)

60. Academic Discipline - An Academic Discipline must be entered for all academic employees, regardless of full/part-time status. All administrators who have been granted tenure must have an Academic Discipline. Student employees in academic positions should also be given an Academic Discipline.

Department - The alpha/numeric code that designates the academic discipline(s) with which the employee is most closely associated. (e.g. C259999A) See Academic Discipline Codes:

<http://www.umsl.edu/asp/pdf/adc.pdf>

CommFTE - The amount of the employee's FTE that is dedicated to this academic discipline. Should be 1.0 in most cases; if the employee has more than one discipline area, do not use a 50/50 split-must have a dominant discipline.

61. Comments - To be used for remarks regarding this appointment.

62. Authorizations - Signatures as defined by Delegation of Authority. See HR Policy 201:

<http://www.umssystem.edu/ums/departments/hr/manual/>