

Payroll Request Form Training: Tricks, Pitfalls and Tools for Getting It Right!

1. Overview of PRF Uses

- Establish positions
- Update employee job record
- Terminate positions (**Example 1**)
- Correct labor distributions

2. Please attach supporting documentation to PRF if appropriate

Classified, Temporary and Unclassified PRF Information

Employee Classification	Form: Action	Signatures
Classified or Temporary Employee	PRF –ALL <u>Changes to labor distributions can be sent directly to the Payroll Office</u>	<ul style="list-style-type: none"> • Principal Investigator if appropriate • HR Designee
Unclassified Employee	PRF: VP Signature Required Salary increases, title changes, stipends PRF (VP Signature Not Required) Summer appts, Appt % change that are benefit neutral or increases for faculty <u>Changes to labor distributions can be sent directly to the Payroll Office</u>	<ul style="list-style-type: none"> • Principal Investigator if appropriate • Vice President or designee • Principal Investigator if appropriate • Dept Head, Dean/Director and HR Designee

1. **Establishing an OA position from a pool or competitive search usually requires an RTO-PRF NOT REQUIRED (Example 2- RTO vs. RTO with PRF)**
2. **If you are trying to accomplish multiple changes including labor distribution changes, the PRF must be sent to Human Resources (consider using a PAW)**

PRFs can be generated from the Banner System:

1. Go to PWIVERI and type in ID number
2. Choose the job you need to update or create a new job if the employee is currently in the system
3. If employee is not in the system or does not have a Banner ID you will need to fill out all the information using a blank PRF form: (<http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf>)
4. Go to Options on top menu and click on Payroll Request Form
5. Make changes to all necessary items (six tabs should be reviewed when generating a PRF)
6. Go to Options and Run Report
7. A Fillable PDF will be generated. Review Form and if correct print.

Example 3. FTE Change

Example 4. Add Stipend to employee job record

Example 5. Create a new position

Example 6: 3 PRFs vs. 1 PRF with PAW

Example 7: Using PAW to calculate multiple FTE with different time-frames

Payroll Request Form

Job Change Reason Job Record Ends (TERMJ)

Identification
 Name Classified Jerry B 151112 Middle
 Last First
 Department English Time Entry Org 151112
 UO ID 111-22-3333 Position B99999 Suffix 00
 E Class CD Classified, OPEU Hourly, 1.0 FTE

Job Detail
 Effective Date 6/30/15 Type: Primary Secondary Overload
 Annual Basis: 9 month 12 month
 Title Office Specialist 1 (30 Char. Abbreviations)
 Appt % (Actual FTE) 100.00 Hourly Rate \$ 11.85
 Job Location: (Outside Oregon) Monthly Salary \$ _____
 City Eugene Appt. Salary \$ _____
 State OR Country _____ Base Rate \$ _____

Unclassified
 Regular
 Adjunct
 Visiting

Classified
 Type Regular
 Range 12
 Step 1

GTF
 Type _____
 Grade _____

Tuition Code _____
 Grad School Use:
 GTF Auth. Release
 GTF Tuition
 Department Copy
 Other:

Labor Distribution

Index	Fund	Org	Acct	Pgm	Activity	Monthly \$	%
1	DEPT		10301				
2							
3							
4							
5							
6							
7							
Total							

Employee Leave
 Begin Date _____ End Date _____
 Reason _____

Employee Separation
 Date _____ Reason _____

Remarks
 Resigning to take another position on campus.
 This PRF ends Jerry's Office Specialist 1 job in English. His final work day in our department will be 6/30/15.

Department Contact

Name	Print	Sign	Phone	Date
Jane Payroll Administrator	ONLY IF PAID ON GRANT		6-2222	6/1/15
Name	Joe Dept Head		6-3333	6/1/15
Date	James Dean		6-4444	6/1/15
6-1111	Amanda OHR		6-5555	6/1/15
Phone				

Example 1 - Termination *JOB Record Ends*

Payroll Request Form

Job Change Reason Employment Ends (TERME)

Identification
 Name Classified Jerry B UO ID 111-22-3333 Position B99999 Suffix 00
 Last First Middle
 Department English Time Entry Org 151112
 E Class CD Classified, OPEU Hourly, 1.0 FTE

Job Detail
 Effective Date 6/30/15 Type: Primary Secondary Overload Annual Basis: 9 month 12 month
 Job End Date 6/30/15 (30 Char. Abbreviations)
 Title Office Specialist 1 Hourly Rate \$ 11.85
 Appt % (Actual FTE) 100.00 Monthly Salary \$ _____
 Job Location: (Outside Oregon) _____
 City Eugene Appt. Salary \$ _____
 State OR Country _____ Base Rate \$ _____

Unclassified Regular Adjunct Visiting
 Type _____ Grade _____
 GTF Tuition Code _____
 Classified Appt % Monthly \$ _____
 Type Regular F _____ W _____ S _____ U _____
 Range 12 _____
 Step 1 _____

Employee Leave
 Begin Date _____ End Date _____
 Reason _____
Employee Separation
 Date 6/30/15 Reason Resig--Not Spcfd by Employee (R1)
Remarks
 The letter of resignation is attached.
 This PRF ends Jerry's Office Specialist 1 job in English. His final work day in our department will be 6/30/15.

Department Contact		Authorization		Print	
Name	Phone	Principal Investigator	ONLY IF PAID ON GRANT	Sign	Date
Jane Payroll Administrator					
Name		Dept Head	Joe Dept Head		
6/1/15		Dean/Dir.	James Dean		
Date		Appt. Auth.	Amanda OHR		
6-1111					
Phone					

Labor Distribution	
Index	Acct
1 DEPT	10301
2	
3	
4	
5	
6	
7	
Total	

Example 1 - Termination - Employment Ends

Request to Offer Academic Staff Appointment #92697

University of Oregon

AAEO Posting #: MST	To VP: Jamie Moffitt
Hire Code: APP	Contract Type: A, OFFICER OF ADMINISTRATION, Notice of Non-reappointment Required
Description: Approved Indefinitely	Faculty Type: A30 OA, Professional
Disposition: Do NOT Route to AAEO	Contract Status: Renewal

Name: George Washington
 Address: Campus Operations University of Oregon

Rank: No Rank
 Title: Business/Personnel Director
 Department: Campus Operations
 College/Unit: Campus Operations
 Start Date: 01-JUL-15 End Date: 30-JUN-16
 Overtime Eligible: No

Internal Comment: Employee has requested a reduction in FTE during first half of 2016. VP approved

UOID:
 HRIS Position #: B97450 Suffix: 00 Purpose: BREAP Reappointment
 Orgn Code Ts: 450000
 Base Rate: \$88,811
 Annual Basis: 12 Job Type: Primary
 Hourly Rate: \$42.69844 Job Loc: Eugene
 Effective Start: 01-JUL-15 Effective End: 31-DEC-15
 Appt % (Actual FTE): 100
 Assigned Monthly Salary: \$7,400.92
 Ecls Code: AB

Index	Fund	Orgn	Acct	Prog	Actv	Monthly	Percent	Budgeted Amt.
RADO	001100	450301	10103	50003		\$7,400.92	100.00%	\$44,405.52
						\$7,400.92	100.00%	\$44,405.52

Effective Start: 01-JAN-16 Effective End: 30-JUN-16
 Appt % (Actual FTE): 50
 Assigned Monthly Salary: \$3,700.46
 Ecls Code: AB

Index	Fund	Orgn	Acct	Prog	Actv	Monthly	Percent	Budgeted Amt.
RADO	001100	450301		50003		\$3,700.46	100.00%	\$22,202.76
						\$3,700.46	100.00%	\$22,202.76

To create multiple date ranges/FTE within an RTO you go the Pay tab and


1. Change the end date in the End Date Box.

Job Type Primary Annual Basis 12
TS Orgn 450000 Campus Operations Base Rate 88811.00
Evaluator Title Hourly 42.698437
Agency Change Reason BREAP Reappointment

Begin Date 01-JUL-2015 End Date 30-JUN-2016
Appt. % 100 Overload Monthly 7400.92
Empl. Class UF Uncl Non-Teach 12mo .5+ FTE

Job Type Primary Annual Basis 12
TS Orgn 450000 Campus Operations Base Rate 88811.00
Evaluator Title Hourly 42.698437
Agency Change Reason BREAP Reappointment

Begin Date 01-JUL-2015 End Date 31-DEC-2015
Appt. % 100 Overload Monthly 7400.92
Empl. Class AB Uncl Non-Teach 12mo .5+ FTE

2. Place your cursor in the END DATE Box and hit the  down arrow on your keyboard. This will give you an empty Begin Date Box

Job Type Primary Annual Basis 12
TS Orgn 450000 Campus Operations Base Rate 88811.00
Evaluator Title Hourly 42.698437
Agency Change Reason BREAP Reappointment

Begin Date End Date
Appt. % Overload Monthly
Empl. Class

3. Add your new dates and FTE.

Job Type Primary Annual Basis 12
TS Orgn 450000 Campus Operations Base Rate 88811.00
Evaluator Title Hourly 42.698437
Agency Change Reason BREAP Reappointment

Begin Date 01-JAN-2016 End Date 30-JUN-2016
Appt. % 50 Overload Monthly 3700.46
Empl. Class AB Admin 12 mo .5+ FTE-Exempt

Adding Multiple dates/fte to RTO

Payroll Request Form

Job Change Reason Appointment - Type Change (HATTP)

Identification
 Name Classified Jerry B UO ID 111-22-3333 Position B99999 Suffix 00
 Last First Middle
 Department English Time Entry Org 151112 E Class CE Classified, OPEU Hourly, <1.0 FTE

Job Detail
 Effective Date 7/1/15 Type: Primary Annual Basis: 9 month 12 month
 Job End Date _____ Secondary _____ Overload _____
 Title Office Specialist 1 (30 Char. Abbreviations)
 Appt % (Actual FTE) 50.00 Hourly Rate \$ 11.85
 Job Location: (Outside Oregon) Monthly Salary \$ _____
 City Eugene Appt. Salary \$ _____
 State OR Country _____ Base Rate \$ _____

Unclassified
 Regular
 Adjunct
 Visiting

Classified
 Type Regular
 Range 12
 Step 1

GTF
 Type _____ Grade _____
 Appt. % _____ Monthly \$ _____
 F _____ W _____ S _____ U _____

Tuition Code

Grad School Use:
 GTF Auth. Release
 GTF Tuition
 Department Copy
 Other:

Department Contact
 Jane Payroll Administrator
 Name _____
 6/1/15
 Date _____
 6-1111
 Phone _____

Authorization
 Principal Investigator ONLY IF PAID ON GRANT
 Dept Head Joe Dept Head
 Dean/Dir. James Dean
 Appt. Auth. Amanda OHR

Index	Fund	Org	Acct	Pgm	Activity	Monthly \$	%
1	DEPT		10301				
2							
3							
4							
5							
6							
7							
Total							

Employee Leave
 Begin Date _____ End Date _____
 Reason _____

Employee Separation
 Date _____ Reason _____

Remarks
 Changing from 1.0 FTE to .5 FTE for a few months.

Print	Sign	Phone	Date
		6-2222	6/1/15
		6-3333	6/1/15
		6-4444	6/1/15
		6-5555	6/1/15

Payroll Request Form

Job Change Reason Stipend Begins (PSTPB)

Identification		Name Adams <u>John</u> <u>John</u> <u>John</u> <u>John</u>		UO ID <u>99999999999999999999</u>	Position <u>BUOOS9</u>	Suffix <u>00</u>
Department <u>AAA Planning, Public Policy</u>		Time Entry Org <u>221535</u>		E Class <u>UC</u>		
Job Detail						
Effective Date <u>16-SEP-2015</u>	Type: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input checked="" type="checkbox"/> Overload	Annual Basis: <input checked="" type="checkbox"/> 9 month <input type="checkbox"/> 12 month				
Job End Date <u>15-JUN-2016</u>	Title <u>Director UG Adviser Stipend</u>		(30 Char. Abbreviations)			
Appt % (Actual FTE) <u>100</u>	Hourly Rate \$ <u>5.769342</u>	Monthly Salary \$ <u>1000</u>				
Job Location: <u>(Outside Oregon)</u>	City <u>Eugene</u>	State <u>OR</u>	Country <u>USA</u>	Base Rate \$ <u>9000</u>		
<input checked="" type="checkbox"/> Unclassified		<input type="checkbox"/> GTF <input type="checkbox"/>		Tuition Code		
<input type="checkbox"/> Regular	Type <input type="checkbox"/>	Grade <input type="checkbox"/>		Grad School Use:		
<input type="checkbox"/> Adjunct	Appt % <input type="checkbox"/>	Monthly \$ <input type="checkbox"/>	<input type="checkbox"/> GTF Auth. Release			
<input type="checkbox"/> Visiting	F <input type="checkbox"/>	W <input type="checkbox"/>	<input type="checkbox"/> GTF Tuition			
<input type="checkbox"/> Classified	S <input type="checkbox"/>	U <input type="checkbox"/>	<input type="checkbox"/> Department Copy			
Type <input type="checkbox"/>	Range <input type="checkbox"/>		<input type="checkbox"/> Other:			
Step <input type="checkbox"/>	Remarks: <u>Beginning new stipend for AY 2016 as Director UG Adviser</u>					
Department Contact		Authorization		Print		
Jen Mirabile		Principal Investigator		Sign		
Name		Dept Head		Phone		
Date		Dean/Dir.		Date		
Phone		Appt. Auth.		Date		
				16-JUN-15		

Example 4 - Adding a Stipend

Payroll Request Form

Job Change Reason Job Record Begins (AAHIR)

Identification		Name <u>Madison</u> <u>Dolley</u> <u> </u>		Position <u>BUOWTA</u> Suffix <u>00</u>	
Last		First		Middle	
Department <u>Law, School of</u>		Time Entry Org <u>228000</u>		E Class <u>UC</u>	
Job Detail					
Effective Date <u>16-AUG-2015</u>		Type: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Overload		Annual Basis: <input checked="" type="checkbox"/> 9 month <input type="checkbox"/> 12 month	
Job End Date <u>30-SEP-2015</u>		Hourly Rate \$ <u>23.2514</u>		(30 Char. Abbreviations)	
Title <u>Presenter</u>		Monthly Salary \$ <u>800</u>			
Appt % (Actual FTE) _____		Appt. Salary _____			
Job Location: (Outside Oregon) _____		Base Rate \$ _____			
City <u>Eugene</u>		State <u>OR</u> Country <u>USA</u>			
<input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Regular <input type="checkbox"/> Adjunct <input type="checkbox"/> Visiting		GTF <input type="checkbox"/> Type _____ Grade _____		Tuition Code _____	
<input type="checkbox"/> Classified Type _____ Range _____ Step _____		Appt % _____ Monthly \$ _____ F _____ W _____ S _____ U _____		Grad School Use: <input type="checkbox"/> GTF Auth. Release <input type="checkbox"/> GTF Tuition <input type="checkbox"/> Department Copy <input type="checkbox"/> Other.	
Department Contact		Authorization		Print	
Jen Mirabile		Principal Investigator		Phone _____	
Name _____		Dept Head		Date _____	
Date _____		Dean/Dir.		Sign _____	
Phone _____		Appt. Auth.		Date <u>16-JUN-15</u>	

Labor Distribution

Index	Fund	Org	Acct	Pgm	Activity	Monthly \$	%
1	J2ADJN	001100	228631	10209	01001		100
2							
3							
4							
5							
6							
7							
Total						<u>0</u>	<u>100</u>

Employee Leave

Begin Date _____ End Date _____
 Reason _____

Employee Separation

Date _____ Reason _____
Remarks
 Temporary job to present in International Law Symposium.



Payroll Request Form Job Change Reason Job Record Begins (AAHIR)

Identification
 Name Classified Jerry B UO ID 111-22-3333 Position B99999 Suffix 00
 Department English Time Entry Org 151112 E Class CD Classified, OPEU Hourly, 1.0 FTE

Job Detail
 Effective Date 7/1/15 Type: Primary Annual Basis: 9 month 12 month
 Job End Date _____ Secondary Overload
 Title Office Specialist 1 (30 Char. Abbreviations)
 Appt % (Actual FTE) 100.00 Hourly Rate \$ 11.85
 Job Location: (Outside Oregon) Monthly Salary \$ _____
 City Eugene State OR Country _____ Appt. Salary \$ _____
 Base Rate \$ _____

Unclassified Type _____ Grade _____
 Regular Adjunct Visiting
 Classified Type Regular Appt % _____ Monthly \$ _____
 Range 12 F _____ W _____ S _____ U _____
 Step 1

Grad School Use:
 GTF Auth. Release
 GTF Tuition
 Department Copy
 Other: _____

Employee Leave
 Begin Date _____ End Date _____
 Reason _____

Employee Separation
 Date _____ Reason _____

Remarks
 New Hire - Classified

Labor Distribution

Index	Fund	Org	Acct	Pgm	Activity	Monthly \$	%
1	DEPT		10301				
2							
3							
4							
5							
6							
7							
Total							

Department Contact

Name	Phone	Sign	Date
Jane Payroll Administrator	6-2222		6/1/15
6/1/15	6-3333		6/1/15
Date	6-4444		6/1/15
6-1111	6-5555		6/1/15
Phone			

Payroll Request Form

Job Change Reason Job Record Begins (AAHIR)

Identification
 Name Classified Jerry B Middle
 Last First Middle
 Department English Time Entry Org 151112
 UO ID 111-22-3333 Position B99999 Suffix 00
 E Class CD Classified, OPEU Hourly, 1.0 FTE

Job Detail
 Effective Date 7/1/15 Type: Primary Annual Basis: 9 month
 Job End Date _____ Secondary 12 month
 Overload
 Title Office Specialist 1 (30 Char. Abbreviations)
 Appt % (Actual FTE) 100.00 Hourly Rate \$ 11.85
 Job Location: (Outside Oregon) Monthly Salary \$ _____
 City Eugene Appt. Salary \$ _____
 State OR Country _____ Base Rate \$ _____

Unclassified
 Regular
 Adjunct
 Visiting

Classified
 Academic Year _____
 Range 12
 Step 1

GTF
 Type _____
 Grade _____

Tuition Code

Grad School Use:
 GTF Auth. Release
 GTF Tuition
 Department Copy
 Other.

Department Contact
 Jane Payroll Administrator
 Name _____
 6/1/15
 Date _____
 6-1111
 Phone _____

Authorization
 Principal Investigator
 Dept Head
 Dean/Dir.
 Appt. Auth.

Print
 ONLY IF PAID ON GRANT
 Joe Dept Head
 James Dean
 Amanda OHR

Sign

Date
 6/1/15
 6/1/15
 6/1/15

Phone
 6-2222
 6-3333
 6-4444
 6-5555

Remarks
 New Hire - Academic Employee

Employee Leave
 Begin Date _____ End Date _____
 Reason _____

Employee Separation
 Date _____ Reason _____

Index	Fund	Org	Acct	Pgm	Activity	Monthly \$	%
1	DEPT		10301				
2							
3							
4							
5							
6							
7							
Total							

Example 5 – New Hire Classified Academic

Payroll Request Form

Job Change Reason Job Record Begins (AAHIR)

Identification
 Name Temporary Sue B Middle 10410 Position BUOTNR Suffix 00
 Department English Time Entry Org 151112 E Class TS Temporary Support Staff

Job Detail
 Effective Date 7/1/15 Type: Primary Annual Basis: 9 month 12 month
 Job End Date _____
 Title Artist Model (30 Char. Abbreviations)
 Appt % (Actual FTE) 49.00 Hourly Rate \$ 10.00
 Job Location: (Outside Oregon) Monthly Salary \$ _____
 City Eugene Appt. Salary \$ _____
 State OR Country _____ Base Rate \$ _____

Unclassified
 Regular
 Adjunct
 Visiting

Classified
 Type Temporary NR
 Range _____
 Step _____

GTF
 Type _____
 Grade _____

Tuition Code

Grad School Use:
 GTF Auth. Release
 GTF Tuition
 Department Copy
 Other

Department Contact
 Jane Payroll Administrator
 Name _____
 6/1/15
 Date _____
 6-1111
 Phone _____

Authorization
 Principal Investigator _____
 Dept Head _____
 Dean/Dir. _____
 Appt. Auth. _____

Employee Leave
 Begin Date _____ End Date _____
 Reason _____

Employee Separation
 Date _____ Reason _____

Remarks
 New Hire - Temp
 If the temp employee is not performing bargaining unit work, use position BUOTNR (Temp Non-Regular) and select Type 'Temporary NIR'.

Index	Fund	Org	Acct	Pgm	Activity	Monthly \$	%
1	DEPT		10410				
2							
3							
4							
5							
6							
7							
Total							

Department Contact
 Jane Payroll Administrator
 Name _____
 6/1/15
 Date _____
 6-1111
 Phone _____

Print
 ONLY IF PAID ON GRANT
 Joe Dept Head
 James Dean
 Amanda OHR

Payroll Request Form

Job Change Reason Job Record Begins (AAHIR)

Identification
 Name Temporary Sue B Middle UO ID 111-22-3333 Position BUOTOS Suffix 00
 Department English Time Entry Org 151112 E Class TS Temporary Support Staff

Job Detail
 Effective Date 7/1/15 Type: Primary Annual Basis: 9 month 12 month
 Job End Date _____ Secondary _____ Overload _____
 Title Receptionist - Office Asst (30 Char. Abbreviations)
 Appt % (Actual FTE) 98.00 Hourly Rate \$ 11.85
 Job Location: (Outside Oregon) Monthly Salary \$ _____
 City Eugene Appt. Salary \$ _____
 State OR Country _____ Base Rate \$ _____

Unclassified
 Regular
 Adjunct
 Visiting

Classified
 Type 12
 Range 1
 Step 1

GTF Tuition Code _____
 Type _____ Grade _____
 Appt. % _____ Monthly \$ _____
 F _____ W _____ S _____ U _____
 Grad School Use:
 GTF Auth. Release
 GTF Tuition
 Department Copy
 Other _____

Labor Distribution

Index	Fund	Org	Acct	Pgm	Activity	Monthly \$	%
1	DEPT		10410				
2							
3							
4							
5							
6							
7							
Total							

Employee Leave
 Begin Date _____ End Date _____
 Reason _____

Employee Separation
 Date _____ Reason _____

Remarks
 New Hire - Classified Temp. If the temp employee is performing bargaining unit work, use the appropriate position number BUOTPP, BUOTOS, etc. and select Type 'Temporary'. Must also include a range and step for classification.

Print	Sign	Phone	Date
Principal Investigator		6-2222	6/1/15
Dept Head	Joe Dept Head	6-3333	6/1/15
Dean/Dir.	James Dean	6-4444	6/1/15
Appt. Auth.	Amanda OHR	6-5555	6/1/15

Example 5 – New Hire Classified Temp

Payroll Request Form

Job Change Reason Reappt - Summer

Identification
 Name Madison Dolley UO ID _____ Position BUOWSR Suffix 00
 Last First Middle
 Department CAS Intl Studies Ops Time Entry Org 222560 E Class UV

Job Detail
 Effective Date 061615 Type: Primary Secondary Overload Annual Basis: 9 month 12 month
 Job End Date 063015 (30 Char. Abbreviations)
 Title Professor
 Appt % (Actual FTE) 25.00 Hourly Rate \$ _____
 Job Location: Outside Oregon Monthly Salary \$ 3,063.11
 City _____ Appt. Salary \$ _____
 State _____ Country _____ Base Rate \$ 110,272.00

Unclassified Regular Adjunct Visiting
 Classified
 Type _____ Range _____ Step _____
 Appt % Monthly \$ _____
 F _____ W _____ S _____ U _____
 GTF Tuition Code _____
 Grad School Use:
 GTF Auth. Release
 GTF Tuition
 Department Copy
 Other

Department Contact		Authorization		Print	Sign	Phone	Date
Dee Rawson		Principal Investigator					
Name		Dept Head					
Date		Dean/Dir.					
Phone		Appt. Auth.					

Labor Distribution

Index	Fund	Org	Acct	Pgm	Activity	Monthly \$	%
1	BISOPX		10204				100.00
2							
3							
4							
5							
6							
7							
Total							100.00

Employee Leave
 Begin Date _____ End Date _____
 Reason _____

Employee Separation
 Date _____ Reason _____

Remarks
 Summer wages - change in fee working on NSF grant

Payroll Request Form

Job Change Reason Appt % change

Identification
 Name Madison Dolley UO ID _____ Position BUOWSR Suffix 00
 Last First Middle
 Department CAS Intl Studies Ops Time Entry Org 222560 E Class UV

Job Detail
 Effective Date 090115 Type: Primary Secondary Overload Annual Basis: 9 month 12 month
 Job End Date 091515 (30 Char. Abbreviations)
 Title Professor
 Appt % (Actual FTE) 25.00 Hourly Rate \$ _____
 Job Location: (Outside Oregon) Monthly Salary \$ 3,063.11
 City _____ Appt. Salary \$ _____
 State _____ Country _____ Base Rate \$ 110,272.00

Labor Distribution

Index	Fund	Org	Acct	Pgm	Activity	Monthly \$	%
1	BISOPX		10204				100.00
2							
3							
4							
5							
6							
7							
Total							100.00

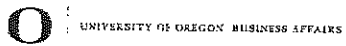
Employee Leave
 Begin Date _____ End Date _____
 Reason _____

Employee Separation
 Date _____ Reason _____
Remarks
 Summer wages - change in fte working on NSF grant
 Change from .50 fte to .25 fte

Department Contact
 Dee Rawson
 Name _____
 Date _____
 Phone _____

Authorization
 Principal Investigator _____
 Dept Head _____
 Dean/Dir. _____
 Appt. Auth. _____

Print _____ **Sign** _____ **Phone** _____ **Date** _____



Payroll Accounting Web Page (click for instructions)

Employee Info:

Full Name: ID Number:

Annual Salary: Annual Basis: Position: Suffix:

Financial Info:

Banner Labor Distribution

Effective date 06/16/2015 :: Monthly Salary \$3,063.11 :: Appointment Pct 25.00%	BISOPX	10204	100.00%
Effective date 07/01/2015 :: Monthly Salary \$6,126.22 :: Appointment Pct 50.00%	BISOPX	10204	100.00%
Effective date 09/01/2015 :: Monthly Salary \$3,063.11 :: Appointment Pct 25.00%	BISOPX	10204	100.00%

ACCI	FUND	ORGN	ACCT	PROG	ACTV	Annual FTE	Appointment Salary	Actual FTE	Start	Stop
BISOPX			10204			0.0139	1,531.56	0.2500	06/16/2015	06/30/2015
BISOPX			10204			0.1111	12,252.44	0.5000	07/01/2015	08/31/2015
BISOPX			10204			0.0139	1,531.56	0.2500	09/01/2015	09/15/2015
						0.1389	15,315.56			

Submission Info:

Prepared By: Print: Sign: Phone: Date:

Dept Head:
 Dean/Dir:
 Grad. Sch.(GTFs):

HRIS PAW 07/2014

Payroll Accounting Web Page *(click for instructions)*

Employee Info:

Full Name: Adams, John ID Number: 0000000000
 Annual Salary: 55662 Annual Basis: 9 Position: BS4095 Suffix: 00

Financial Info:

Index	Fund	Orgn	Acct	Prog	Actv	Budget Amt	Actual FTE	Start Date	Stop Date
INDEX1			10102				.500	09/16/2015	06/15/2016
INDEX2			10102			5000		09/16/2015	12/15/2015
INDEX2			10102			7500		03/16/2016	06/15/2016

Submission Info:

Prepared By	Name	Phone
Dept Head		
Dean/Dir		
Grad. Sch. (GTFs)		

Submit Scenario: [Next Arrow]

Example 7 –Using a Payroll Accounting Web Page

Payroll Accounting Web Page (click  for instructions)

Employee Info:

Full Name: Adams, John ID Number: 000000000
 Annual Salary: 56562 Annual Basis: 9 Position: B94095 Suffix: 00

Financial Info:

Banner Labor Distribution

Effective date 09/16/2015 :: Monthly Salary \$4,326.72 :: Appointment Pct 76.67%
 INDEX1 10102 65.22%
 INDEX2 10102 34.78%
 Effective date 12/16/2015 :: Monthly Salary \$3,147.89 :: Appointment Pct 50.00%
 INDEX1 10102 100.00%
 Effective date 03/16/2016 :: Monthly Salary \$5,629.90 :: Appointment Pct 89.42%
 INDEX1 10102 55.91%
 INDEX2 10102 44.09%

ACCI	FUND	ORGN	ACCT	PROG	ACTV	Annual FTE	Appointment Salary	Actual FTE	Start	Stop
INDEX1			10102			0.5000	26,331.00	0.5000	09/16/2015	06/15/2016
INDEX2			10102			0.0882	5,000.00	0.2667	09/16/2015	12/15/2015
INDEX2			10102			0.1324	7,500.00	0.3942	03/16/2016	06/15/2016
						0.7206	40,831.00			

Submission Info:

Prepared By: Dept Head
 Dean/Dir
 Grad. Sch. (GTFs)
 Print Sign Phone Date
 06/16/2015

Example 7 – Payroll Accounting Web Page Calculation

Position Numbers and Account codes can be found on the Banner Guide:

<http://bg.uoregon.edu/content/hris-human-resource-information-system>

Pooled Numbers:

<http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/AdjunctPooledPosnNumbers.pdf>

EClasses:

<http://ups.uoregon.edu/sites/ups.uoregon.edu/files/ups/Eclasses%20New%20Eff%207-1-2014.pdf>

Blank PRF Form:

<http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf>