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

<table>
<thead>
<tr>
<th>Employee Classification</th>
<th>Form: Action</th>
<th>Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classified or Temporary Employee</strong></td>
<td>PRF—ALL&lt;br&gt;Changes to labor distributions can be sent directly to the Payroll Office</td>
<td>• Principal Investigator if appropriate&lt;br&gt;HR Designee</td>
</tr>
<tr>
<td><strong>Unclassified Employee</strong></td>
<td>PRF: VP Signature Required&lt;br&gt;Salary increases, title changes, stipends&lt;br&gt;PRF (VP Signature Not Required)&lt;br&gt;Summer appts, Appt % change that are benefit neutral or increases for faculty&lt;br&gt;Changes to labor distributions can be sent directly to the Payroll Office</td>
<td>• Principal Investigator if appropriate&lt;br&gt;Vice President or designee&lt;br&gt;Principal Investigator if appropriate&lt;br&gt;Dept Head, Dean/Director and HR Designee</td>
</tr>
</tbody>
</table>

---

*Establishing an OA position from a pool or competitive search usually requires an RTO-PRF NOT REQUIRED (Example 2- RTO vs. RTO with PRF)*

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](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

Identification
Name Classified: Jerry B
Last Name: English
Department: Time Entry Org 151112
Job Record Ends: E Class CD Classified, OPEU Hourly, 1.0 FTE

Job Detail
Effective Date: 6/30/15
Job End Date: 6/30/15
Title: Office Specialist 1
(30 Char. Abbreviations)
Appt % (Actual FTE): 100.00
Job Location: (Outside Oregon)
City: Eugene
State OR: Country:

Labor Distribution
<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>10301</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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

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

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

Business Affairs PRF 08/21/12
**Example 1 - Termination - Employment Ends**

**Payroll Request Form**

**Job Change Reason** Employment Ends (TERME)

<table>
<thead>
<tr>
<th>Identification</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Jerry</td>
<td>B</td>
</tr>
<tr>
<td>Last</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Time Entry Org</td>
<td>151112</td>
<td></td>
</tr>
<tr>
<td>E Class</td>
<td>CD Classified, OPEU Hourly, 1.0 FTE</td>
<td></td>
</tr>
<tr>
<td>UO ID</td>
<td>111-22-3333</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>B99999</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td>00</td>
<td></td>
</tr>
</tbody>
</table>

**Job Detail**

| Effective Date          | 6/30/15             |                     |
| Type                    | Primary             |                     |
| 9 month                 |                     |                     |
| Job End Date            | 6/30/15             |                     |
| Job Location            | (Outside Oregon)    |                     |
| City                    | Eugene              |                     |
| State                   | OR                  | Country             |
| Age                     |                     |                     |

**Labor Distribution**

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEPT</td>
<td>10301</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Leave**

<table>
<thead>
<tr>
<th>Begin Date</th>
<th></th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Separation**

<table>
<thead>
<tr>
<th>Date</th>
<th>6/30/15</th>
<th>Reason</th>
<th>Resig—Not Spcfd by Employee (R1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Jane Payroll Administrator</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>6/1/15</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>6-1111</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Authorization**

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>ONLY IF PAID ON GRANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Head</td>
<td>Joe Dept Head</td>
</tr>
<tr>
<td>Dean/Dir.</td>
<td>James Dean</td>
</tr>
<tr>
<td>Appt. Auth.</td>
<td>Amanda OHR</td>
</tr>
</tbody>
</table>

**Print**

<table>
<thead>
<tr>
<th></th>
<th>Sign</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6-2222</td>
<td>6/1/15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-3333</td>
<td>6/1/15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-4444</td>
<td>6/1/15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-5555</td>
<td>6/1/15</td>
<td></td>
</tr>
</tbody>
</table>

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

Business Affairs PRF 08/21/12
**Request to Offer Academic Staff Appointment #92697**

*University of Oregon*

**AAE0 Posting #:** MST  
**Hire Code:** APP  
**Description:** Approved Indefinitely  
**Disposition:** Do NOT Route to AAE0

| To VP: | Jamie Moffitt  
Contract Type: | A. OFFICER OF ADMINISTRATION, Notice of nonreappointment Required  
Faculty Type: | A30 OA, Professional  
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  
**Orgn Code To:** 450000  
**Purpose:** BREAP  
**Reappointment**

**Base Rate:** $38,811  
**Annual Basis:** 12  
**Hourly Rate:** $42,69844  
**Job Type:** Primary  
**Job Loc:** Eugene

**Effective Start:** 01-JUL-15  
**Effective End:** 31-DEC-15

**Assigned Monthly Salary:** $7,400.92

**Eids Code:** AB

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Monthly</th>
<th>Percent</th>
<th>Budgeted Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADO</td>
<td>001100</td>
<td>450301</td>
<td>10103</td>
<td>50003</td>
<td></td>
<td>$7,400.92</td>
<td>100.00%</td>
<td>$44,405.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,400.92</td>
<td>100.00%</td>
<td>$44,405.52</td>
</tr>
</tbody>
</table>

**Effective Start:** 01-JAN-16  
**Effective End:** 30-JUN-16

**Assigned Monthly Salary:** $7,400.92

**Eids Code:** AB

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Monthly</th>
<th>Percent</th>
<th>Budgeted Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADO</td>
<td>001100</td>
<td>450301</td>
<td>10103</td>
<td>50003</td>
<td></td>
<td>$7,400.92</td>
<td>100.00%</td>
<td>$44,405.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,400.92</td>
<td>100.00%</td>
<td>$44,405.52</td>
</tr>
</tbody>
</table>

---

**Example 2**
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.

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Primary</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS Orgn</td>
<td>450000</td>
<td>Campus Operations</td>
</tr>
<tr>
<td>Evaluator</td>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Annual Basis</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Base Rate</td>
<td>88811.00</td>
<td></td>
</tr>
<tr>
<td>Hourly</td>
<td>42,696437</td>
<td></td>
</tr>
<tr>
<td>Change Reason</td>
<td>BREAP</td>
<td>Reappointment</td>
</tr>
<tr>
<td>Begin Date</td>
<td>01-JUL-2015</td>
<td>End Date</td>
</tr>
<tr>
<td>Appt. %</td>
<td>100</td>
<td>Overload</td>
</tr>
<tr>
<td>Empl. Class</td>
<td>UF</td>
<td>Und Non-Teach 12mo .5+ FTE</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Primary</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS Orgn</td>
<td>450000</td>
<td>Campus Operations</td>
</tr>
<tr>
<td>Evaluator</td>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Annual Basis</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Base Rate</td>
<td>88811.00</td>
<td></td>
</tr>
<tr>
<td>Hourly</td>
<td>42,696437</td>
<td></td>
</tr>
<tr>
<td>Change Reason</td>
<td>BREAP</td>
<td>Reappointment</td>
</tr>
<tr>
<td>Begin Date</td>
<td></td>
<td>End Date</td>
</tr>
<tr>
<td>Appt. %</td>
<td>100</td>
<td>Overload</td>
</tr>
<tr>
<td>Empl. Class</td>
<td>AB</td>
<td>Und Non-Teach 12mo .5+ FTE</td>
</tr>
</tbody>
</table>

3. Add your new dates and FTE.

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Primary</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS Orgn</td>
<td>450000</td>
<td>Campus Operations</td>
</tr>
<tr>
<td>Evaluator</td>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Annual Basis</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Base Rate</td>
<td>88811.00</td>
<td></td>
</tr>
<tr>
<td>Hourly</td>
<td>42,696437</td>
<td></td>
</tr>
<tr>
<td>Change Reason</td>
<td>BREAP</td>
<td>Reappointment</td>
</tr>
<tr>
<td>Begin Date</td>
<td>01-JAN-2016</td>
<td>End Date</td>
</tr>
<tr>
<td>Appt. %</td>
<td>50</td>
<td>Overload</td>
</tr>
<tr>
<td>Empl. Class</td>
<td>AB</td>
<td>Admin 12 mo .5+ FTE-Exempt</td>
</tr>
</tbody>
</table>

Adding Multiple dates/fte to RTO
## Payroll Request Form

### Identification
- **Name**: Washington George
- **UO ID**: 97450
- **Position**: B97450
- **Suffix**: 00
- **Department**: Campus Operations
- **Campus**: Eugene
- **Time Entry Org**: 450000
- **E Class**: AB

### Job Detail
- **Effective Date**: 16-JUN-2015
- **Job End Date**: 
- **Title**: Business/Personnel Director
- **Appt % (Actual FTE)**: 50
- **Job Location**: (Outside Oregon)
- **City**: Eugene
- **State OR**: OR
- **Country**: USA
- **Appt % (Actual FTE)**: 50

### Labor Distribution

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>001</td>
<td>100</td>
<td>450001</td>
<td>10103</td>
<td>500303</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>42.698417</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3700.46</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>88811</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>100</td>
</tr>
</tbody>
</table>

### Employee Leave
- **Begin Date**: 
- **End Date**: 

### Employee Separation
- **Date**: 
- **Reason**: 

### Remarks
George has requested to reduce his FTE to .50 for the last two weeks of June. See email request and approval attached.

### Department Contact
- **Name**: Jen Mirabile
- **Date**: 
- **Phone**: 

### Authorization
- **Print**: 
- **Sign**: 
- **Phone**:  
- **Date**: 16-JUN-15

### Tuition Code

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

### GTF

### Tuition

### Grad School Use:
**Payroll Request Form**

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

**Job Change Reason**: Appointment - Type Change (HAPTP)

**Job Detail**
- **Effective Date**: 7/1/15
- **Type**: ☑ Primary
- **Annual Basis**: ☑ 12 month
- **Title**: Office Specialist 1
- **Appt % (Actual FTE)**: 50.00
- **Hourly Rate**: $11.85
- **Job Location**: Outside Oregon

**Labor Distribution**

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10301</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Leave**
- **Begin Date**: ______
- **End Date**: ______
- **Reason**: ______

**Employee Separation**
- **Date**: ______
- **Reason**: ______

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

**Department Contact**
- **Jane Payroll Administrator**
- **Print**: ONLY IF PAID ON GRANT
- **Phone**: 6-2222
- **Date**: 6/1/15

<table>
<thead>
<tr>
<th>Authorization</th>
<th>Sign</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>Joe Dept Head</td>
<td>6-3333</td>
<td>6/1/15</td>
</tr>
<tr>
<td>Dept Head</td>
<td>James Dean</td>
<td>6-4444</td>
<td>6/1/15</td>
</tr>
<tr>
<td>Dean/Dir.</td>
<td>Amanda OHR</td>
<td>6-5555</td>
<td>6/1/15</td>
</tr>
</tbody>
</table>

**Phone**: 8-1111

[http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf](http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf)

Business Affairs PRF 08/21/12
# Payroll Request Form

## Identification

<table>
<thead>
<tr>
<th>Name</th>
<th>Adams John</th>
</tr>
</thead>
<tbody>
<tr>
<td>UO ID</td>
<td>9786754790</td>
</tr>
<tr>
<td>Position</td>
<td>BUOOS9</td>
</tr>
<tr>
<td>Suffix</td>
<td>00</td>
</tr>
</tbody>
</table>

**Department**: AAA Planning, Public Policy

**Time Entry Org**: 221535

**E Class**: UC

## Job Detail

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>16-SEP-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job End Date</td>
<td>15-JUN-2016</td>
</tr>
</tbody>
</table>

**Title**: Director UG Adviser Stipend

**Title Abbreviations**: Director UG Adviser Stipend

**Appt % (Actual FTE)**: 100

**Hourly Rate**: $5.769342

**Monthly Salary**: $1000

**City**: Eugene

**State**: OR

**Country**: USA

**Base Rate**: $9000

## Labor Distribution

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>APPFSM 061100</td>
<td>221535</td>
<td>OP214</td>
<td>AGEN</td>
<td></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

## Employee Leave

**Begin Date**: 

**End Date**: 

**Reason**: 

## Employee Separation

**Date**: 

**Reason**: 

## Remarks

Beginning new stipend for AY 2016 as Director UG Adviser

## Department Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Jen Mirabile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Head</td>
<td></td>
</tr>
<tr>
<td>Dean/Dir.</td>
<td></td>
</tr>
<tr>
<td>Appt. Auth.</td>
<td></td>
</tr>
</tbody>
</table>

## Authorization

| Principal Investigator |

## Print

| Sign |

## Phone

| Date |

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

Business Affairs PRF 08/21/12
**Payroll Request Form**

**Identification**

Name: Madison Dolley  
UO ID:  
Position: BUOWTA  
Suffix: 00

Department: Law, School of  
Time Entry Org: 228000  
E Class: UC

**Job Detail**

Effective Date: 16-AUG-2015  
Job End Date: 30-SEP-2015  
Title: Presenter  
Appt % (Actual FTE):  
Job Location: (Outside Oregon)

**Labor Distribution**

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>J2ADJN</td>
<td>001100</td>
<td>228031</td>
<td>10209</td>
<td>01001</td>
<td>23.2514</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>100</td>
</tr>
</tbody>
</table>

**Employee Leave**

Begin Date:  
End Date:  
Reason:

**Employee Separation**

Date:  
Reason:

Remarks: Temporary job to present in International Law Symposium.

**Department Contact**

Name: Jen Mirabile  
Dept Head:  
Appt Auth:  
Date:  
Phone:  

**Print**  
Sign  
Phone  
Date: 16-JUN-15

http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf
# Payroll Request Form

**Job Change Reason**: Job Record Begins (AAHIR)

**Identification**
- **Name**: Classified Jerry B
- **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:
- **Job End Date**: ______
- **Secondary**: □
- **9 month**: □
- **Overload**: □
- **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 $ ______

**Labor Distribution**

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DEPT</td>
<td>10301</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Leave**
- **Begin Date**: ______
- **End Date**: ______
- **Reason**: ______

**Employee Separation**
- **Date**: ______
- **Reason**: ______

**Remarks**
- **New Hire - Classified**

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

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

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

---

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

Business Affairs PRF 08/21/12
**Payroll Request Form**

**Job Change Reason**
Job Record Begins (AAHIR)

### Identification
- **Name** Classified: Jerry B
- **Last** Name: 
- **First** Name: 
- **Middle** Name: 
- **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
  - [ ] Secondary
  - [ ] Overload
- **Annual Basis**: 
  - [ ] 9 month
  - [ ] 12 month
- **Title** Office Specialist 1
- **Appt % (Actual FTE)** 100.00
- **Hourly Rate**: $11.85
- **Job Location**: (Outside Oregon)
- **City**: Eugene
- **State OR Country**: Base Rate

### Labor Distribution

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEPT</td>
<td>10301</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total

### Employee Leave
- **Begin Date** 
- **End Date** 
- **Reason**

### Employee Separation
- **Date** 
- **Reason**

### Remarks
- **New Hire - Academic Employee**

### Department Contact
- **Authorization**
- **Print** ONLY IF PAID ON GRANT
- **Sign** 6-2222
- **Phone** 6/1/15
- **Date**

### Remarks
- **New Hire - Academic Employee**

### Business Affairs PRF 08/21/12
Example 5 - New Hire Classified Temp Non-Reg

Payroll Request Form

Identification

Name: Temporary Sue B
Last: B
First: Sue
Middle: B
Time Entry Org: 151112
Department: English
UO ID: 111-22-3333
Position: BUOTNR
Suffix: 00
Class: TS
Temporary Support Staff

Job Detail

Effective Date: 7/1/15
Type: [ ] Primary
[ ] Secondary
[ ] 9 month
[ ] Overload
[ ] 12 month
Job End Date:
Title: Artist Model
Appt % (Actual FTE): 49.00
Hourly Rate: $10.00
Job Location: (Outside Oregon)
Monthly Salary:
City: Eugene
Appt. Salary:
State OR: OR
Country: Country
Base Rate:

Labor Distribution

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>10410</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

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 NR'.

Department Contact

Jane Payroll Administrator
Principal Investigator

Name: 6/1/15
Sign: 6-2222
Date: 6/1/15
Phone: 6-5555

Dept Head
Joe Dept Head

Dean/Dir.
James Dean

Appt. Auth.
Amanda OHR

Print: ONLY IF PAID ON GRANT

Business Affairs PRF 08/21/12

http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf
### Payroll Request Form

**Identification**

**Name Temporary**  Sue B  
**Last**  |  **First**  |  **Middle**  
Department  English  
Time Entry Org  151112  
**E Class**  TS Temporary Support Staff  
**UO ID**  111-22-3333  
**Position**  BUOTCS  
**Suffix**  00

**Job Detail**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>7/1/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>x Primary</td>
</tr>
<tr>
<td>Annual Basis:</td>
<td></td>
</tr>
<tr>
<td>Job End Date:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td>Receptionist - Office Asst</td>
</tr>
<tr>
<td>Appt % (Actual FTE)</td>
<td>98.00</td>
</tr>
<tr>
<td>Location:</td>
<td>Outside Oregon</td>
</tr>
<tr>
<td>City:</td>
<td>Eugene</td>
</tr>
<tr>
<td>State:</td>
<td>OR</td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
</tbody>
</table>

**Labor Distribution**

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEPT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

### Department Contact

**Name**  Jane Payroll Administrator  
**Date**  6/1/15  
**Phone**  6-1111  
**Authorization**  Principal Investigator  
**Print**  ONLY IF PAID ON GRANT  
**Sign**  6-2222  
**Phone**  6/1/15  
**Date**  6-1111  
**Authorization**  Dept Head  
**Print**  Joe Dept Head  
**Sign**  6-3333  
**Phone**  6/1/15  
**Date**  6-1111  
**Authorization**  Dean/Director  
**Print**  James Dean  
**Sign**  6-4444  
**Phone**  6/1/15  
**Date**  6-1111  
**Authorization**  Appt. Authority  
**Print**  Amanda OHR  
**Sign**  6-5555  
**Phone**  6/1/15  
**Date**  6-1111

*http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf*
### Payroll Request Form

**Job Change Reason:** Reappt - Summer

**Identification**

- **Name:** Madison Dolley
- **UO ID:**
- **Position:** BUOWSR
- **Suffix:** 00
- **Department:** CAS Intl Studies Ops
- **Time Entry Org:** 222560
- **E Class:** UV

**Job Detail**

- **Effective Date:** 061615
- **Job End Date:** 063015
- **Type:** Secondary
- **Annual Basis:** 9 month
- **Title:** Professor
- **Appt % (Actual FTE):** 25.00
- **Hourly Rate:**
- **Job Location:** Outside Oregon
- **Monthly Salary:** $3,063.11
- **City:**
- **Job Location:**
- **State:**
- **Country:**
- **Base Rate:** $110,272.00

**Labor Distribution**

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DIGOPX</td>
<td>10204</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

**Employee Leave**

- **Begin Date:**
- **End Date:**
- **Reason:**

**Employee Separation**

- **Date:**
- **Reason:**

**Remarks**

- Summer wages - change in FTE working on NSF grant

### Department Contact

- **Dee Rawson**
- **Name:**
- **Date:**
- **Phone:**

### Authorization

- **Print:**
- **Sign:**
- **Phone:**
- **Date:**

---

[http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf](http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf)

**Business Affairs PRF 08/21/12**
Payroll Request Form

Identification
Name Madison Dolley
Department CAS Intl Studies Ops
Time Entry Org 222560
E Class UV

Job Change Reason Appt % change

Job Detail
Effective Date 070115
Job End Date 083115
Type: □ Primary □ Secondary □ Overload
Annual Basis: □ 9 month □ 12 month
Title Professor (30 Char. Abbreviations)
Appt % (Actual FTE) 50.00 Hourly Rate
Job Location: (Outside Oregon) Monthly Salary $6,126.22
City Appt. Salary $
State Country Base Rate $110,272.00

Labor Distribution
<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BISOPX</td>
<td>10204</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

Employee Leave
Begin Date End Date
Reason

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

Department Contact
Dee Rawson
Name
Date
Phone

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

Print Sign Phone Date

http://ba.uoregon.edu/sites/ba/files/forms/prf.pdf
<table>
<thead>
<tr>
<th>Identification</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Madison Dolley</td>
<td>UO ID</td>
<td>Position BUOWSR Suffix 00</td>
</tr>
<tr>
<td>Department</td>
<td>CAS Intl Studies Ops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Entry Org</td>
<td>222560</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>UV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Job Detail              |                             |                             |                             |
| Effective Date          | 09/01/15                   |                             |                             |
| Job End Date            | 09/15/15                   |                             |                             |
| Title                   | Professor                  |                             |                             |
| Appt % (Actual FTE)     | 25.00                      |                             |                             |
| Job Location            | Outside Oregon             |                             |                             |
| City                    |                             |                             |                             |
| State                   |                             |                             |                             |
|                          |                             |                             |                             |
| Unclassified            |                             |                             |                             |
| Regular                 | GTF                         |                             |                             |
| Adjunct                 |                             |                             |                             |
| Visiting                |                             |                             |                             |
| Classified              |                             |                             |                             |
| Type                    |                             |                             |                             |
| Range                   |                             |                             |                             |
| Step                    |                             |                             |                             |

| Labor Distribution      |                             |                             |                             |
| Index                   |                             |                             |                             |
| Fund                    |                             |                             |                             |
| Org                     |                             |                             |                             |
| Acct                    |                             |                             |                             |
| Pgm                     |                             |                             |                             |
| Activity                |                             |                             |                             |
| Monthly $               |                             |                             |                             |
| %                       |                             |                             |                             |
| Total                   |                             |                             |                             |

| 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      |                             |                             |                             |
| Name                    | Dee Rawson                  |                             |                             |
| Date                    |                             |                             |                             |
| Phone                   |                             |                             |                             |

| Authorization           |                             |                             |                             |
| Print                   |                             |                             |                             |
| Sign                    |                             |                             |                             |
| Phone                   |                             |                             |                             |
| Date                    |                             |                             |                             |

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

Business Affairs PRF 08/21/12
## Payroll Request Form

### Identification
- **Name**: Madison Dolley
- **UO ID**: 
- **Position**: BUOWSR
- **Suffix**: 00
- **Department**: CAS Intl Studies Ops
- **Time Entry Org**: 222560
- **E Class**: UV

### Job Detail
- **Effective Date**: 06/16/15
- **Job End Date**: 09/15/15
- **Type**: Secondary
- **Annual Basis**: 9 month
- **Title**: Professor
- **Appt % (Actual FTE)**: 
- **Hourly Rate**: $ 
- **Monthly Salary**: $
- **City**: 
- **Appt. Salary**: $
- **State**: 
- **Country**: 
- **Base Rate**: $110,272.00

### Labor Distribution

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Pgm</th>
<th>Activity</th>
<th>Monthly $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BISOPX</td>
<td>10204</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

### Total: 100.00

### Employee Leave
- **Begin Date**: 
- **End Date**: 
- **Reason**: 

### Employee Separation
- **Date**: 
- **Reason**: 

### Remarks
- Summer wages - change in fte working on NSF grant

### Department Contact
- **Dee Rawson**
- **Name**: 
- **Date**: 
- **Phone**: 

### Authorization
- **Print**: 
- **Sign**: 
- **Phone**: 
- **Date**: 

---

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

Business Affairs PRF 08/21/12
Payroll Accounting Web Page

Employee Info:

Full Name: Dolley Madison
ID Number: 110272
Annual Salary: 110272
Annual Basis: 9
Position: BUOWSR
Suffix: 00

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 $6,125.22 :: 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%

<table>
<thead>
<tr>
<th>ACCT</th>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PROG</th>
<th>ACTV</th>
<th>Annual FTE</th>
<th>Appointment Salary</th>
<th>Actual FTE</th>
<th>Start</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>10204</td>
<td></td>
<td></td>
<td>10204</td>
<td></td>
<td>0.0139</td>
<td>1,531.56</td>
<td>0.2500</td>
<td>06/16/2015</td>
<td>06/30/2015</td>
<td></td>
</tr>
<tr>
<td>10204</td>
<td></td>
<td></td>
<td>10204</td>
<td></td>
<td>0.1111</td>
<td>12,252.44</td>
<td>0.5000</td>
<td>07/01/2015</td>
<td>08/31/2015</td>
<td></td>
</tr>
<tr>
<td>10204</td>
<td></td>
<td></td>
<td>10204</td>
<td></td>
<td>0.0139</td>
<td>1,531.56</td>
<td>0.2500</td>
<td>09/01/2015</td>
<td>09/15/2015</td>
<td></td>
</tr>
</tbody>
</table>

Submission Info:

Prepared By
Dee Rawson
Dept Head
Dean/Dir
Grad. Sch.(GTFs)
Print  Sign  Phone  Date
6/2006  06/15/2015
HRIS PAW 07/2014

Example 6A-E—PRFs and a PAW

6E
### Employee Info:

- **Full Name:** Adams, John
- **ID Number:** 00000000
- **Annual Salary:** $55662
- **Annual Basis:** 9
- **Position:** 894085
- **Suffix:** 00

### Financial Info:

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Budget Amt</th>
<th>Actual FTE</th>
<th>Start Date</th>
<th>Stop Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDEX1</td>
<td></td>
<td></td>
<td>10102</td>
<td></td>
<td></td>
<td></td>
<td>500</td>
<td>05/16/2015</td>
<td>06/15/2016</td>
</tr>
<tr>
<td>INDEX2</td>
<td></td>
<td></td>
<td>10102</td>
<td></td>
<td></td>
<td></td>
<td>5000</td>
<td>02/16/2015</td>
<td>12/16/2015</td>
</tr>
<tr>
<td>INDEX2</td>
<td></td>
<td></td>
<td>10102</td>
<td></td>
<td></td>
<td></td>
<td>7500</td>
<td>03/16/2016</td>
<td>06/15/2016</td>
</tr>
</tbody>
</table>

### Submission Info:

- **Name:**
- **Phone:**
  - Prepared By:
  - Dept Head:
  - Grad. Sch. (GTF's):
Payroll Accounting Web Page

Employee Info:

Full Name: Adams, John
ID Number: 0000000000
Annual Salary: $56,682
Annual Basis: [ ]
Position: 684096
Suffix: 00

Financial Info:

Banner Labor Distribution
Effective date 09/16/2015: Monthly Salary $4,826.72, Appointment Pct 76.67%
INDEX1: 10102
INDEX2: 10102

Effective date 12/16/2015: Monthly Salary $5,147.89, Appointment Pct 50.00%
INDEX1: 10102

Effective date 03/16/2016: Monthly Salary $5,629.80, Appointment Pct 89.42%
INDEX1: 10102
INDEX2: 10102

<table>
<thead>
<tr>
<th>ACCT</th>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PROG</th>
<th>ACTV</th>
<th>Annual FTE</th>
<th>Appointment Salary</th>
<th>Actual FTE</th>
<th>Start</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDEX1</td>
<td>10102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5000</td>
<td>26,331.00</td>
<td>0.5000</td>
<td>09/16/2015</td>
<td>09/15/2016</td>
</tr>
<tr>
<td>INDEX2</td>
<td>10102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0662</td>
<td>5,000.00</td>
<td>0.2687</td>
<td>09/16/2015</td>
<td>12/15/2016</td>
</tr>
<tr>
<td>INDEX2</td>
<td>10102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1324</td>
<td>7,500.00</td>
<td>0.3942</td>
<td>03/16/2016</td>
<td>06/16/2016</td>
</tr>
<tr>
<td>INDEX2</td>
<td>10102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.7200</td>
<td>40,831.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submission Info:

Prepared By:
Dept Head
Dean/Director
Grad. Sch/GTFs

Print:
Sign:
Phone:
Date: 06/16/2015

HRIS PAW 07/2014
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