**NEW PAF: HELPFUL HINTS ON THE PAF FOR FACULTY**  
(Updated 4/13/09)

- **Additional pay** is to be used to pay current employees for temporary duties or for summer money. The 3 codes are:

  (SUM) summer appointment for 9 month faculty  
  (SUP) supplemental pay for duties unrelated to the regular appointment. The work can be within or outside the regular department, as long as the duties are unrelated to the regular appointed duties.  
  (OLB) overload base pay for duties related to the regular job but over and above regular assignments, i.e. additional duties to cover during another employee’s sick leave or additional work on a special one-time project. Defined contributions are paid on OLB payments. Overload base pay is not counted for salary increases, but is combined with the annual salary calculations of the 25% overload supplemental payments.

  * Effective date on additional pay - First day of the pay period that the money is to be paid on. If it is being paid in April, the effective date should be 4/1 (unless they didn’t start working until April 15\textsuperscript{th} or another date in April and then it could be that date).

- **Academic Appointment on Supplemental Pay** - Supplemental pays are no longer added to the Monthly Time and Earnings pages in People Soft.

  Full-time employees receiving supplemental pay departments should:
  
  (1) fill out a “Permission for Supplemental Pay for OU Full-Time Employee” form (if applicable)
  
  (2) Complete an on-line “Additional Pay” Epaf.

  The permission form will be approved by the Dean and Provost Office and a copy returned to the preparer. The departments are required to keep the form as back up for the entry of the Epaf supplemental pay. If a faculty member is teaching in a department outside their normal appointment, an adjunct title may be added on the supplemental or summer additional pay form.

- **Adjuncts may be paid on regular payroll appointments or supplemental pay.**

  To pay a new employee on the supplemental pay process, complete an epaf on-line using a specific department pool position number. (Adjunct, job code1721, should be used in most cases). Set up with zero pay, 12 months, and .10 FTE. Title information for the Academic Appointment section should indicate the appropriate faculty rank, i.e. Adjunct Lecturer. Continue to the *Remarks section of the PAF and enter “Paid on supplemental for teaching (include course information)”. The PAF will be used to update Class Schedule Instructor Data by the Provost Office, notify faculty of their appointment, and update payroll if appointing a new employee. Send a PDF to the Provost Office with the PAF. The new employee paperwork will be required in payroll.
Adjuncts that have other full-time STAFF appointments on campus should continue to process hard copy PAFs to establish the adjunct title and instructor file update. Adjuncts that have other full-time FACULTY appointments on campus may indicate the new adjunct title on the Additional pay supplemental epaf.

- **Affiliate Appointments**: The Affiliate title is used to appoint faculty who do not hold a paid position at OU and may be serving on committees or assigned as instructor or researcher without pay. Use the paper PAF for submission. A position number is not required on the PAF. Departments will appoint a person to the job code 8888 Affiliate, indicate the academic rank on the PAF, and enter zero in the salary portion of the PAF. The PAF is forwarded to the Office of the Provost with the Dean’s signature. Also, have the faculty provide a Personnel Data Form (PDF). These appointments are forwarded to Payroll to be set-up in PeopleSoft which generates an e-mail address and Sooner ID number for the appointee. Remarks should explain the reason for the appointment; i.e. serving on dissertation committee.

- **Budgeted Account codes** - Budgeted positions have the following account codes: 600005, 620005, 630005, 650005, and 700005. Some summer pools 601105 and 631105 and Graduate Assistant pools 602505 and 632505 may also be budgeted. Temporary employee positions have account codes that are formatted xx7x05. Temporary positions should be set up in the system as pools. The pool positions may have designated budgeted funds but employee names are not listed in the budget. [http://hr.ou.edu/documents/files/academic.pdf](http://hr.ou.edu/documents/files/academic.pdf)

  Example:  
  
  - 637005 faculty, research, temporary
  - 607005 faculty, teaching, temporary
  - 657005 temporary monthly staff
  - 707005 temporary hourly staff

- **Effective date** is the first day of the new status; i.e. common termination dates are 7/1/xx, 8/16/xx, 5/16/xx. This reflects the first day in the retired or resigned status.

- **GTA’s and GRA’s** will be appointed as 12 month appointment on the payroll system. Preferred dates are August 1 through May 31 for 10-month GTA appointments and June 1 through July 31 for summer teaching appointments. August 16 through May 15 for 9-month GTA appointment dates are acceptable; however, using the 10 month period is easier to use in the payroll system by avoiding the half months. GTA’s and GRA’s will require a PAF to stop payments at the end of their appointments.

- **New or rehired employees** are required by federal law to complete the I-9 on or before the first working day and provide specific documentation of identity within the first 3 working days. If the new employee is out of town, the Loyalty Oath and copies of I-9 identification may be notarized and mailed to the department or Payroll Office. To help get our new employees paid in August, it is very important that we are vigilant in helping them get this information to Payroll earlier than the start date. Documents may be downloaded on the HR website.
• **Non-budgeted, temporary faculty employees** require a PAF to **extend** their 4.5 or 9 month contract. A PAF is not necessary to **stop** payment at the end of the academic appointment. A PAF is required to **terminate** all employees from the University. So when they no longer will be extended, a termination PAF should be prepared.

• **Postdocs/Scholars** are ineligible for retirement benefits; Visiting titles have an option to join OTRS; and Adjuncts are ineligible for all benefits. If an employee is currently in OTRS they may not opt-out by a change of their title.

• **Renewable Term** appointments are on Budgeted position numbers. These faculty appointments go through Equal Opportunity Office faculty hiring procedures and may have rank professor titles (i.e. Asst. Prof., Assoc. Prof., and Professor). Non-ranked (Instructor and Lecturers) renewable term appointments are also budgeted; however, these appointments are not required to have national searches. All renewable term appointments receive central offer letters and are approved by the Regents.

• **Summer Appointments**: The 9-month faculty summer teaching and research appointment period falls between May 16 through Aug 15. Teaching is normally during June and July. Beginning summer 2009, summer pay for 9-month faculty can be processed using the Epaf system. The Epaf requires the pay distribution. The summer account codes determine the correct funding source. It is important to reflect the correct funding source on the Epaf, because reports are created using the account code for distribution of central funds.

  - 601005 = Summer Session
  - 601105 = Department funds
  - 601205 = GenEd funds
  - 631105 = Research department funds

• **Twelve months to nine months (or vice versa)** - When a faculty is transferring from a 12-month administrative job to a 9-month faculty position and the effective date is July 1, the remarks should read "off payroll from July 1 through August 15". This does not exclude them from receiving summer additional pay. Faculty’s accrued time will be lost if not taken before the effective date when they are moving from 12 to 9 month appointment. Remarks should clearly state that employee is “moving from a 12 month to 9 month appointment” (or vice versa). Also select the appropriate contract months 12 or 9 on the form to reflect the correct salary calculation.