HRS Forms Training
Regular Payroll Processing
2022

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Revised 2-2022
HRS Forms Training

- General Overview
  - Types of Payrolls at MTSU
  - Personnel Appointment Form
  - Personnel Event Form
  - Questions and Answers
You need to know what kind of employee you are paying:

Types of Payrolls at MTSU

- **Exempt Payroll** — (Monthly Salary) — Pays current (ex: 9/1 – 9/30 paid on 9/30).
  - Faculty, Administrative, Adjunct, Graduate Assistants, Extra Compensation and Summer School.

- **Non-Exempt Payroll** (Monthly Hourly) — Pays with 2 week hold back (ex: 8/16 through 9/15 paid on 9/30).
  - Pays non-exempt employees who report hours in order to be paid. Ex: Classified, Students, Temporary Hourly employees.
HRS Forms Training

Forms to use:

- Personnel Appointment Form - PAF

1. The PAF is an employment contract. All regular employees must agree to the terms and conditions outline on the PAF agreement. Paper PAFs are generated at the department level when there is a hire without a search or internal transfer.

2. Electronic PAFs are generated through the employment hiring process (positions that have been advertised) for regular administrative positions (exempt), classified positions (non-exempt) and faculty positions. The hiring system is PageUp.
Appointment Form - PAF
Only Used for Hires without Search

- What should accompany the Paper PAF:
  - Faculty
    - Academic Contract
  - Promotions
    - Supporting documentation with signatures
  - Transfers
    - Position support documentation
  - Athletic Coaches
    - Athletic Contract
  - Housing Resident Assistants
    - Resident contract
Appointment Form – PAF
Only Used for Hires without Search

- **PPAIDEN**

![PPAIDEN Form](image)

- Complete all sections.
Appointment Form – PAF
Only used for Hires without Search

- **PEAEMPL**

- Use dropdown to select Hire or Rehire next to Employee Information.
- The home department org code and the timekeeping org code are not the same. The timekeeping org has a “T” in front of it and determines where the web time entry time sheet or leave report is housed and who can approve.
- Disregard the Adjusted Service, Seniority, First Worked Date and IPEDS.
Appointment Form – PAF  
Only for Hires without a Search

- PPAGENL

- This section houses degree information and must be included for faculty. This information is used by Academic Affairs.
  SBGI Codes - can be located at the HRS website: [http://hrs.web.mtsu.edu/BANNER%20CODES/index.html](http://hrs.web.mtsu.edu/BANNER%20CODES/index.html)
Appointment Form – PAF
Only use for Hires without a Search

- NBAJOBS – *The most important kid on the block!*

- Use the “Other” dropdown to select transaction type.
- Do not use the “Faculty Part-Time Drop down. The position number will provide this information to HR.
**Appointment Form – PAF**

Let’s take this next section piece by piece. This section drives the payroll and how the individual is paid!

- **NBAJOBS – Pay Dates Rule!**

  ![NBAJOBS Table](image)

  - Enter the Job Title
  - Enter the pay effective date in “Begin” date MM-DD-YYYY. Only enter an end date if the position is ending. Regular positions do not generally have end dates.
  - For new regular employee contracts, you will always use the hire date as the begin date.
  - Enter the position number, the monthly salary and the annual salary.
  - Human Resources does not enter Labor Distribution information. That is done with the Budget office and controlled by the position number.
Appointment Form – PAF
Only used for Hires without Search

Remarks – the more the better!

- The remarks section can be used to clarify your payment intent. Any information that could be helpful to processing the payment is always encouraged.
PAF – Block by Block

Contract Language – the individual is agreeing to the terms and conditions of employment. Mark the appropriate radio box, complete any blank sections.
PAF – Block by Block

- Contract Language – the individual is agreeing to the terms and conditions of employment. The individual must indicate whether or not they are employed by another State of Tennessee agency or TBR institution. This applies to regular benefited positions at another agency.

- The employee would sign and date.
PAF Signature Requirements

- Signatures Required
  - Administrative
    - Employee, Department Head, Dean (if applicable), VP
  - Classified
    - Employee, Department Head, Dean (if applicable), VP
  - Grant Positions
    - Employee, Department Head, Sponsored Programs, Dean (if applicable) and VP
  - Housing RA’s
    - Employee, Department Head, Associate VP, VP
PAF Signature Requirements
Continued

- Promotions – Classified and Administrative
  - Employee, Department Head, Dean (if applicable), VP

- Transfers
  - Employee, Department Head, Dean (if applicable), VP

- Athletic Coaches
  - Athletic Contract is separate from PAF
  - Employee, Athletic Director, Athletic Business Manager and President

- Faculty
  - Faculty Contract is separate from PAF
  - PAF – Department Head, Dean and VP
After advertisement, applicant pool, interviews, etc. are complete, the hiring manager completes information on the Offer Card regarding the candidate who has been selected.

HR initiates a background check on the candidate and once complete, submits the offer to Equity and Compliance for approval.

The hiring manager is notified once all approvals have been obtained and makes an employment offer.

If accepted, the hiring manager changes the applicant selected status to accepted and HR will initiate the electronic contract for the candidate. The contract and offer letter are submitted to the candidate for “official” acceptance.

Once accepted, HR Benefits sends out link for benefits processing and the candidate completes new hire form and onboarding tasks.
HRS Forms Training

- Personnel Event Form - PEF:

1. The PEF is paper and not currently electronic.
2. The PEF is NOT an employment contract. The PEF is used for specific payments and changes.
3. The PEF is used to terminate regular positions.
4. The department will initiate the PEF, attach the required supplement forms and send through for signatures. HR should receive the executed PEF.
Personnel Event Form – PEF

- **When to use the PEF**
  - Terminations
  - Faculty Transactions
    - Faculty Promotions
    - Stipends
    - Rank Changes
    - Tenure Changes
    - Medical Leave of Absence – will be out for an extended time on sick leave
  - Other Changes
    - Housing Allowances
    - Coach Allowances
    - CAP Raises
    - Award Payments
  - Degree Changes
  - Summer Pay
  - Extra Compensation
Personnel Event Form - PEF
Completion Requirements

What should accompany a PEF?

- Faculty and Administrative Employee Terminations
  - A copy of the resignation letter or supporting documentation for termination
- Classified Employees
  - A copy of the resignation letter or supporting documentation for termination.
- Extra Compensation
  - Extra Compensation Payment Authorization Form
- Summer School
  - Should be processed through Continuing Studies
Personnel Event Form – Continued

What should accompany other PEFs?

- Faculty Transactions
  - Stipends/Rank/Tenure Changes – any support requesting the change
  - Medicare LOA – the employees written request

- Housing Allowance
  - Housing Agreement

- Coach Allowance
  - Contract agreement

- Certified Administrative Professional (CAP) Increase
  - Official notification letter or email that includes membership number and notification date.

- Awards
  - Must obtain a special position number from the Budget Office
  - Must request the funds be moved from Foundation to departmental restricted index.
  - Attach any support of above actions to PEF
Personnel Event Form- PEF Completion

- Complete all sections
### Personnel Event Form - PEF

**Block by Block**

- **NBAJOBS** – determines how the individual will be paid!

#### JOB AND PAY INFORMATION

<table>
<thead>
<tr>
<th>Action:</th>
<th>Begin</th>
<th>End</th>
<th>Position</th>
<th>Suffix</th>
<th>FTE</th>
<th>Hourly Rate (if applicable)</th>
<th>Monthly Salary</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Banner processes payments based on the dates used. If you want someone to receive the full payment, you must use whole month dates. Ex: 8/1 – 8/31
- You must use the correct position number.
- If terminating a position, you only need to put the end date.
Personnel Event Form- PEF Block by Block

- **PEAEMPL** – Used for terminations

<table>
<thead>
<tr>
<th>EMPLOYEE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day Worked:</td>
</tr>
<tr>
<td>Home Dept Org:</td>
</tr>
<tr>
<td>Termination Date (last date paid):</td>
</tr>
<tr>
<td>Timekeeping Org:</td>
</tr>
<tr>
<td>Termination Reason (see page 2): Select one:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOR HRS USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Service Date:</td>
</tr>
<tr>
<td>Seniority (Longevity) Date:</td>
</tr>
<tr>
<td>Local Experience Date:</td>
</tr>
</tbody>
</table>

- Include the last day the employee physically worked. HR will calculate the last paid date.
Remarks – the more the better!

The remarks section can be used to clarify your payment intent. Any information that could be helpful to processing the payment is always encouraged.
Personnel Event Form - PEF Signatures

- **Termination** PEF Signature Requirements
  - Faculty
    - Department Head, Dean and VP
  - Administrative
    - Department Head, Dean (if applicable) and VP
  - Classified
    - Department Head, Dean (if applicable) and VP
  - RA’s
    - Department Head, Associate VP and VP
Personnel Event Form Pay Changes
Signature Requirements

- Housing Allowances
  - Department Head and VP

- Coach Allowances
  - Athletic Director, Athletic Business Manager, President

- CAP Raises
  - Department Head, Dean (if applicable) and VP

- Degree Changes
  - Classified/Administrative
    - Department Head
  - Faculty
    - Department, VP

- Summer Pay
  - Department Head, Dean, Continuing Studies and VP

- Extra Compensation
  - Department Head, Dean (if applicable) and VP and VPAA

- Award Payments
Regular Payroll Processing

Questions and Answers

Thank You For Attending!

Contact Information

Human Resource Services Staff

- Belinda Pate – 5713 – MN and MH Payroll Processing
- Danielle Archuleta – 2382 - EPAF, ACA Benefits – part-time employees
- Becky Young – 7627 – Benefits – full-time employees
- Karen Milstead – 5390 – Benefits, FML, Workers Comp
- Wendy Brown – 5134 – Assistant Director Employee Benefits
- Lisa Batey – 5712 – Director Employee Benefits