

THE PAF DEFINED

The PAF is the internal pay document for faculty positions. The actual employment contract is the Terms of Employment. There are three different PAFs used at UNR; one for classified staff, one for student employment and one for everyone else including faculty. Below are definitions of the fields found on the PAF.

- **Prepared By** – The *employer representative* who prepared the PAF. Should show name (*first and last*), *phone extension and mail stop*.
- **Name** – The *employee's name, Last, First MI*. The middle initial is important so that we can locate the appropriate employee if more than one.
- **ID** – Is left blank for new hires. Social Security No. and Student R #'s are not allowed. The employee will not have an Employee Identification Number (ID) until entered in the HRMS system.
- **Effective Date** – The actual date that the employee is to begin working.
- **Campus** – UNR, it will always be UNR for University of Nevada, Reno employees.
- **Employee Type** – Either Academic Faculty, Administrative Faculty, Postdoctoral Fellow or Letter of Appointment.
- **Vice President** – The code for the department's Vice President's Office.
- **College** – The code for the department's College/Dean office (example: HCDN, not HHS or SCDN not COS).
- **Dept. Code** – The department's code.
- 7. 8. & 9. MUST be filled in and it is very important to have the correct code listed. The correct codes can be found in the Processing data base on the G drive. It is the DEPT TABLE (not exp w/changed + del) query.
- **Dept. Name** – the full name of the hiring department (abbreviations are accepted).
- **Position Number** – The position number (1XXXX). Departments get the position number from the Vice Provost, Planning Budget and Analysis or the Office of Sponsored Projects.

- **Position Control Numbers:**

The department must include a position control number on each PAF. Position control numbers are assigned to the department either by Planning, Budget and Analysis or Grants and Contracts, depending upon the funding source. Our office cannot process the hiring documents unless one of the offices named above have "linked" the position control number and the department's account number.

Since all positions must be renewed annually, all account lines on the PAF must have an end date. If the account line will change during the year and all account numbers are known at the time the initial PAF is submitted, include all accounts on that initial PAF.

- **Begin Date** – The actual date that the employee will begin working.
- **End Date** – The last date the employee will work for LACs or the last day of the contract year.
- **Job Class Code** – The correct code can be found in the Processing data base on the G drive in the JOB CLASS TABLE (fac) alpha query. This table is maintained by the Personnel Analyst III in charge of Compensation.
- **Job Title** – The correct job title can be found in the Processing data base on the G drive in the JOB CLASS TABLE (fac) alpha query.
- **Account Number** – enter the account number(s) that has been set up for the position. Make sure that it is budgeted, valid and linked to position number.
- **Earnings Code** – enter "STU" for the earnings code. It is very important to get the appropriate earnings code listed especially if the employee has been awarded work study (see work study PAF for appropriate earnings code).
 - FAC = Academic or Administrative Faculty
 - POS = Postdoctoral Fellow
 - LAC = Letter of Appointment (works less than 3 months or less than 50% FTE)
 - LBC = Letter of Appointment with Benefits (works more than 3 months with FTE greater than 50%)
 - LAH = Hourly Letter of Appointment (works less than 3 months or less than 50% FTE)
 - For additional information on Letter of Appointment earnings codes, see Letter Of Appointment Guidelines on the Professional/Faculty Employment Contract page of the Human Resources web site
http://www.unr.edu/vpaf/hr/employment/documents/LetterofAppointmentGuidelines_003.doc

- **Hourly or Pay Amount** – the employee's monthly pay amount (hourly if LAH).
- **Payroll Start Date** – the actual date that the employee will begin working if LAH, LAC, PD and AD; the first day of the month the AC contract begins.
- **Payroll Stop Date** – the last day the employee will work for LAH, LAC, PD and AD; the last day of the month for AC contracts.
- **Comment Box** – enter the reason for the PAF being submitted, i.e. new hire, account change, instructor and class information.
- **Signatures and Date** – must be signed by the department or dean's office budget officer.