

REFERENCE GUIDE FOR PERSONNEL ACTIONS

This guide is for processing personnel actions using the Banner Personnel/Position Action Forms (PAF), the ePAF in Banner (NOAEPAF), and eJobs.

- The **Standard PAF** has been designed to follow the forms and blocks in Banner. For every action chosen, the form will tell you what additional fields do and do not have to be completed. Many fields have drop-down menus for easy completion, and others have hover boxes with an explanation of the field and where data can be obtained. New data or changes should be indicated and appropriate signatures obtained. If additional documentation is required, this should be put with the PAF and the full package should be faxed or emailed to VCU Human Resources.
 - **ImageNow:** <http://hr.vcu.edu/hr-partners/user-access-guides--training/imagenow/> for instructions, fax number and email address
- The **eJobs** online system is for classified, centralized hourly and student job postings. It is also used to prepare Employee Work Profiles (EWP) for classified positions and for the submission of all classified position establishments, new hires, transfers, role changes, classified temp pay and in-band adjustments. eJobs creates a PAF, upon HR Consultant review and approval, to be submitted through ImageNow to HR Operations for all eJobs actions. For more information, see the eGuide to eJobs at <http://hr.vcu.edu/hr-partners/user-access-guides--training/vcu-ejobs/> www.hr.vcu.edu/media/hr/documents/eGuidetoJobs.pdf.
- The **ePAF** is a Banner form (NOAEPAF) that is used by personnel administrators to make certain changes to employees' jobs. For instructions on completing transactions using ePAF, see <http://hr.vcu.edu/hr-partners/user-access-guides--training/banner/>.
- The **Faculty Off-Cycle Salary Increase Form** serves as a PAF and is used to justify and seek approval for an off-cycle faculty salary increase request from the appropriate Vice President and other appropriate parties. Upon approval, the completed form and faculty contract should be submitted to VCU HR. These adjustments are considered off-cycle because they are not made during the normal salary adjustment period (November for most faculty; July for School of Medicine). **NOTE:** Salary increases cannot be retroactive prior to the date of department head/chair approval.

If you have questions about completing these forms or the appropriate documentation to include, call HR Operations at 827-1770, or contact the HR Consultant or HR Operations staff member for your department. For a list of HR department contacts, visit HR Consultation under HR Partners at hr.vcu.edu.

General Information: This section includes employee and action information.

Employee Name: Full name as it appears on employee's Social Security card.

Banner ID: ID generated by Banner system after employee new hire data is entered into Express Hire. The letter "V" followed by eight digits: i.e., Vxxxxxxx.

Effective Date: Date (DD-MON-YYYY: i.e., 10-AUG-2011) the employee's current status became or becomes effective. For leaves of absence, use first day on full leave as the effective date.

Home Department Organization Name: Name of the department of the contact person completing this form

Contact name, phone number, email address

Economic Indicator: "Yes" or "No" to indicate whether this person is in a "Position of Trust" according to the guidelines provided by the Department of Assurance Services: <http://www.assurance.vcu.edu/COI.html>

Understanding Action Reasons

The following is a description of personnel and position actions processed by completing one of the types of forms listed below. The action reason is found under the job detail tab in the NBAJOBS form in Banner. Actions are color-coded based on the type of form that should be submitted.

Form	Description
PAF	Standard PAF
eJobs	PAF form generated from performing an action in eJobs that is reviewed and approved an HR Consultant
ePAF	Submitted in Banner using the NOAEPAF form
HR USE ONLY	Actions used solely by Central HR Office
FOC	Faculty Off-Cycle Increase Form

Action Code	Action Reason	Submit via	Additional Documents or Procedures Required	Description of Action	Example of Use
Non Benefits Eligible eClasses					
ACR	Adjunct Contract Renewal	ePAF – Use NOAEPAF (AJREN)		Renewing an adjunct faculty contract. Complete a paper PAF if adjunct faculty is changing departments or position numbers.	
C2X	Classified to Non Benefits Eligible	PAF	Complete TERMJ ePAF for the classified position	Employee moves from a classified position number to a Non Benefits Eligible position number.	Employee moves from a classified position to an hourly position.
CID	In-Band Adjustment – Change in Duties – Wage Employees Only	PAF	Attach organizational chart	Increase salary (up to 10% in fiscal year) due to Change in Duties - effective on monthly basis.	H1 employee has an increase in duties.
COR	Data Correction – Reason Required	PAF		This action code should only be used: <ul style="list-style-type: none"> if no other action codes can be used; under the advisement of HR. PAFs with this reason must contain a comment with further explanation of the action.	Correcting salary for employee whose original PAF was submitted with the incorrect rate.
F2X	Faculty to Non Benefits Eligible	PAF	Complete TERMJ ePAF for the faculty position	Employee moves from a faculty position number to a Non Benefits Eligible position number.	Employee moves from a faculty position to an adjunct position. *
FTE	FTE Change Within Employee Class	PAF		Employee remaining in same employee type but job FTE (full-time equivalency) is changing.	Hourly employee changes from .5 FTE to 1 FTE. See also: Adjunct faculty non-teaching under "Forms" at hr.vcu.edu.
GRE	Graduate Assistant Renewal	ePAF – Use NOAEPAF (GREN)		For renewing Graduate Assistant positions only . Complete a paper PAF if Graduate Assistant is changing departments.	Graduate Assistant (GA) returning to GA appointment in the same department as the previous appointment
HJB	Hire a current employee into a new job	PAF		Use only for an employee who is Active in PEAEMPL. <ul style="list-style-type: none"> If you are hiring an employee who currently has a job into an additional job. Rehiring a current employee into a previously held position with a break in service. 	<ul style="list-style-type: none"> Employee has an Hourly position and will be getting hired into an additional job as a student worker. Employee goes from an H1 to an SW with a break in service.
HNW	New Original Appointment	PAF	All new hire paperwork is required. For a list, see "Checklists" under "New Employees" at hr.vcu.edu.	New hire to VCU.	
HRE	Reemployment	PAF	All new hire paperwork is required. For a list, see "Checklists" under "New Employees" at hr.vcu.edu.	Rehiring an employee who is Terminated in PEAEMPL.	
LVB	Leave Begins	PAF		Begin leave with pay or leave without pay; list leave type in PEAEMPL section of the PAF.	
LVE	Leave Ends	PAF		End leave with pay or leave without pay. HR processes VSDP actions.	

ORG	Changing Home ORG or Timesheet ORG	ePAF – for Timesheet ORG use NOAEPAF (ORG) ; PAF – for Home ORG changes		Use this code if employee is changing to a different home ORG or timesheet ORG with no other changes.	
SAS	Salary or Stipend Adjustments for Adjunct, Post-Doc, or Graduate Assistant	PAF		Use this code when adjusting salaries for all salaried non-benefits eligible employees: Adjuncts, Post-Docs, Graduate Assistants.	
VIS	Work Authorization Ended	HR Use Only		Employee's visa is expiring, which will terminate the employee's job(s).	
WSR	Work-Study Renewal	ePAF - Use NOAEPAF (WSREN)	Email FWS Confirmation Letter to hrdocs@vcu.edu	Renewing a work-study student only. Complete paper PAF if student is changing departments.	
WTC	Working Title Change	PAF		Use only when updating the working title for employee in NBAJOBS with no other changes.	Changing H1 employee's title from Administrative Asst. to Receptionist.
X2X	Non Benefits Eligible to Non Benefits Eligible	PAF	Complete TERMJ ePAF for the previous position	Employee moves from a Non Benefits Eligible position to another Non Benefits Eligible position with no break in service.	Employee moves from a student worker position to an hourly position with no break in service.
Action Code	Action Reason	Submit via	Additional Documents or Procedures Required	Description of Action	Example of Use
Faculty (Full-Time)					
ABO	Position Abolishment	PAF – Faculty		This action is used to abolish a faculty position.	
C2F	Classified to Faculty	PAF	Contract Complete TERMJ ePAF for the classified position	Employee moves from a classified position number to a faculty position number. NOTE: Always use ECLSCHANGE in Banner for e-class changes.	
EST	Position Establishment	PAF – Admin & Prof Faculty Only	Attach organizational chart and Position Description for Admin. And Prof. Faculty Form	Used for faculty position establishments: <ul style="list-style-type: none"> For administrative and professional faculty establishments, contact your HR Consultant. For teaching and research faculty establishments, contact HR Operations for a position number. 	
F2F	Faculty to Faculty	PAF	Contract Complete TERMJ ePAF for the previous position	Used for : <ul style="list-style-type: none"> Employee who changes from a faculty position to another faculty position without a search. Employee who changes from 12-month to 9-month faculty position or vice versa. Employee who changes from 10-month to 9-month faculty position or vice versa. 	Faculty who moves to a different job in a different department but keeps the same position number.
FCE	Competitive Salary Increase – External Offer	FOC	Contract	Increasing a faculty member's salary as the result of an offer made by an outside employer.	
FCI	Competitive Salary Increase – Internal Offer	FOC	Contract	Increasing a faculty member's salary as the result of an offer made by another VCU department.	

FCN	Contract Renewal Only, No Change in Salary	PAF	Contract	Renewing a faculty contract and initially had an end date.	Faculty position had an end date in NBAJOBS, not the position has been extended past that date.
FHS	Health Sys. Faculty Salary Adjustment	PAF	Contract	Used for: <ul style="list-style-type: none"> Salary adjustments for faculty who are dually employed by VCU and VCUHS. Annual SOM salary adjustments. 	
FIP	Faculty Interim to Permanent	PAF	Contract	Faculty Interim Appointment moves to a permanent pay change.	
FOC	Off-Cycle Adjustment – Change in Duties	FOC	Contract	Adjustment in salary for a faculty member due to change in duties.	
FOE	Off-Cycle Adjustment – Equity Adjustment	FOC	Contract	Adjustment in salary for a faculty member - an equity adjustment that addresses internal alignment issues.	
FOO	Off-Cycle Adjustment - Other	FOC	Contract	Adjustment in salary for a faculty member - for a reason that requires further explanation.	
FOR	Off Cycle Adjustment - Retention	FOC	Contract	Adjustment in salary for a faculty member for retention.	
FPP	Promotion to Another Position (Search Process)	PAF	Contract	Faculty moved to another position number after a faculty search process; pay change included.	
FPR	Faculty Promotion (Same Position)	PAF	Contract	Faculty promoted to full-time appointment or other promotion within the current position; pay change included.	
FSR	Special Rate	FOC PAF (for new hires only)	Contract	Receiving a temporary salary supplement that is not part of the annual salary for: <ul style="list-style-type: none"> temporary duties in the same or different position; interim appointments. FOC must include an end date that will require renewal upon expiration. ** If Special Rate is included with a New Hire, then PAF – not FOC – should be completed.	
FTE	FTE Change	PAF	Contract	Employee remaining in same employee type, but job FTE (full-time equivalency) is changing.	Faculty member moves from 1 FTE to .8 FTE.
FTI	FTIP – Reduce Hours Until Retirement	PAF	Contract	Faculty Transition Incentive Program (FTIP) – reducing hours as part of FTIP agreement, until retirement.	
FTR	Transfer to Another Position (Search Process)	PAF	Contract	Faculty transferred to another position after a faculty search process; no pay change.	
HNW	New Original Appointment	PAF	All new hire paperwork is required. For a list, see “Checklists” under “New Employees” at hr.vcu.edu.	New hire to this position.	
HRE	Reemployment	PAF	All new hire paperwork is required. For a list, see “Checklists” under “New Employees” at hr.vcu.edu.	Rehiring an employee who is Terminated in PEAMPL.	

HTA	Hire Transfer from Another State Agency	PAF		Employee hired to VCU from another state agency without a break in state service	
LVB	Leave Begins	PAF		Begin leave with pay or leave without pay; list leave type in PEAEMPL section of PAF.	
LVE	Leave Ends	PAF		End leave with pay or leave without pay. HR processes VSDP actions.	
ORG	Changing Home ORG or Timesheet ORG	ePAF – for Timesheet ORG use NOAEPAF (ORG) ; PAF – for Home ORG changes		Use this code if an employee is changing to a different home ORG or timesheet ORG with no other changes.	
SAL	Annual Salary Adjustment as Authorized by the Governor and General Assembly	HR Use Only		Used for annual salary adjustment as authorized by the Governor and General Assembly.	
SRE	Faculty Special Rate Ends	PAF	Contract	Used when a Special Rate needs to be ended prior to an already approved end date.	
SRR	Faculty Special Rate Renewal	PAF	Contract	Used when a Special Rate is to be extended beyond its current end date.	
X2F	Non Benefits Eligible to Faculty	PAF	<ul style="list-style-type: none"> • Contract • Complete TERMJ ePAF for previous position • ECLSCHANGE in Banner 	An employee moves from a non-benefits eligible position to a faculty position number.	

Action Code	Action Reason	Submit via	Additional Documents or Procedures Required	Description of Action	Example of Use
Classified					
ABO	Position Abolishment	eJobs PAF		To abolish a classified position, use eJobs.	
C2C	Classified e-Class Change	eJobs PAF		Changing a classified employee's exemption status without a change in salary based on EWP Revision.	
CCI	Competitive Offer Increase	eJobs PAF	PAW	Salary increase given to retain employee who has received a written offer from an outside employer (does not include offers from other VCU departments).	
CDD	Disciplinary/Performance Decrease	HR use only	Written notice or performance evaluation after discussion with Employee Relations	Moving to a position in a Role (position class) in a lower pay band or reassigned to lesser duties due to unsatisfactory performance at end of the re-evaluation period or disciplinary action involving demotion/transfer in lieu of termination.	
CDL	Demotion – In Lieu of Layoff	HR use only	Layoff Notification Letter	Moving to a position in a Role (position class) in a lower pay band, in lieu of layoff.	
CDN	Demotion – Voluntary Non-Competitive	HR use only		Moving to a position number in a Role (position class) in a lower pay band, without recruitment.	
CDV	Demotion – Voluntary Competitive	eJobs PAF		Moving to a different position number in a lower pay band, after a competitive recruitment process.	
CID	In-Band Adjustment – Change in Duties	eJobs PAF	Attach organizational chart	Increase salary (up to 10% in fiscal year) due to Change in Duties - effective on monthly basis.	
CII	In-Band Adjustment – Internal Alignment	eJobs PAF		Increase salary (up to 10% per fiscal year) due to aligning employee with other employee(s) who perform similar work – effective on the 10 th of each month.	
CIK	In-Band Adjustment – Application of New KSAs	eJobs PAF		Increase salary (up to 10% per fiscal year) due to the employee acquiring and utilizing new knowledge, skills and/or abilities (KSAs) – effective on the 10 th of each month.	
CIR	In-Band Adjustment – Retention	eJobs PAF		Increase salary (up to 10% per fiscal year) due to retention needs.	
CRD	Role Change – Downward	eJobs PAF	Attach organizational chart	Change employee or position to a Role (position class) in a lower pay band - position number does not change – effective on a monthly basis. (No change in position number)	
CRL	Role Change – Lateral	eJobs PAF	Attach organizational chart	Change employee or position to a different Role (position class) in the same pay band - position number does not change – effective on a monthly basis. (No change in position number)	

CRU	Role Change – Upward	eJobs PAF	Attach organizational chart	Change employee or position to a Role (position class) in a higher pay band - position number does not change – effective on a monthly basis. (No change in position number)	
CTB	TWFR Begin – Reduce FTE	PAF		Reduce FTE due to Temporary Workforce Reduction (TWFR).	
CTE	TWFR End – Increase FTE	PAF		Increase FTE back to original level, due to end of Temporary Workforce Reduction (TWFR).	
CTH	Temporary Pay – Higher Role	eJobs PAF		Temporary increase in salary due to assuming new duties and responsibilities on a temporary basis, usually to cover work normally performed in a higher pay band; 15% maximum temporary increase, not to exceed the pay band maximum of the employee’s current pay band.	
CTL	Transfer – In Lieu of Layoff	eJobs PAF	Layoff Notification Letter	Moving to a position in the same pay band, in lieu of layoff.	
CTN	Transfer – Voluntary Non-Competitive	eJobs PAF		Moving to a different position number in the same pay band, without recruitment process.	
CTS	Temporary Pay – Same Role/Same Band	eJobs PAF		Temporary increase in salary due to assuming new duties and responsibilities on a temporary basis, usually to cover work normally performed by someone else in the same pay band; 10% maximum temporary increase, not to exceed pay band maximum.	
CTV	Transfer – Voluntary Competitive	eJobs PAF		Moving to a different position number in the same pay band, after competitive recruitment process.	
EST	Position Establishment	eJobs PAF	Attach organizational chart	To establish a classified position, use eJobs; your HR Consultant will provide you with a position number.	
F2C	Faculty to Classified	eJobs PAF	<ul style="list-style-type: none"> • Confirmation Letter • Complete TERMJ ePAF for the previous position • ECLCHANGE in Banner 	Employee moves from a faculty position number to a classified position number. NOTE: Always use ECLCHANGE in Banner for e-class changes.	
FTE	FTE Change Within Employee Class	eJobs PAF		Employee remaining in same employee type, but job FTE (full-time equivalency) is changing, which may result an in change in e-class.	<ul style="list-style-type: none"> • Employee changes from 1 FTE (C1) to .8 FTE (C3). • Employee in C5 e-class changes from 50% to 60% FTE (C5=50-79% FTE, non-exempt).
HNW	New Original Appointment	eJobs PAF	All new hire paperwork is required. For a list, see “Checklists” under “New Employees” at hr.vcu.edu.	New hire to this position. This does not include an employee who has previously worked for VCU, unless the job history is unknown.	
HRE	Reemployment	eJobs PAF	All new hire paperwork is required. For a list, see “Checklists” under “New Employees” at hr.vcu.edu.	Rehiring an employee who is Terminated in PEAEMPL.	
HTA	Hire Transfer from Another State Agency	eJobs PAF	All new hire paperwork is required. For a list, see “Checklists” under “New Employees” at hr.vcu.edu.	Employee hired to VCU from another state agency without a break in state service.	

LRR	Layoff Recall – Recall Rights	eJobs PAF	Confirmation Letter	Rehiring a classified layoff into a position with either lower role and/or lower salary	
LRW	Layoff Recall – Made Whole	eJobs PAF	Confirmation Letter	Rehiring a classified layoff into a position with same role and salary as previous position	
LVB	Leave Begins	PAF		Begin leave with pay or leave without pay; list leave type in PEAEMPL section of the PAF.	LVB
LVE	Leave Ends	PAF		End leave with pay or leave without pay. HR processes VSDP actions.	LVE
PRO	Promotion	eJobs PAF		Moving to a different position number in a Role (position class) in a higher pay band, after recruitment process.	
ORG	Changing Home ORG or Timesheet ORG	ePAF – for Timesheet ORG use NOAEPAF (ORG) ; PAF – for Home ORG changes		Use this code if an employee is changing to a different home ORG or timesheet ORG with no other changes.	
SAL	Annual Salary Adjustment as Authorized by the Governor and General Assembly	HR Use Only		Used for annual salary adjustment as authorized by the Governor and General Assembly.	
WTC	Working Title Change	eJobs PAF		Use only when updating the working title for a classified employee in NBAJOBS with no other changes.	
X2C	Non Benefits Eligible to Classified	eJobs PAF	<ul style="list-style-type: none"> • Confirmation Letter • Complete TERMJ ePAF for the previous position • ECLSCHANGE in Banner 	An employee moves from a Non Benefits Eligible position number to a classified position number. **Use ECLSCHANGE in Banner for EClass changes	

Employee Data PEAEMPL: This form will be used for changes to employment records and status

Employee Class (E Class): Indicates an individual's primary employee type. Valid codes are as follows:

C1	Classified FT – Non Exempt
C2	Classified FT – Exempt
C3	Classified ≥ 75 – Non Exempt
C4	Classified ≥ 75 – Exempt
C5	Classified 50 - 74 – Non Exempt
C6	Classified 50 - 74 – Exempt
LE	Law Enforcement Officers FT
F1	Teaching & Research Faculty 12 month FT
F2	Teaching & Research Faculty 9/10 month FT
F3	Teaching & Research 12 month PT 50 - 74
F4	Teaching & Research 9/10 month PT 50 - 74
F5	Teaching & Research 12 month PT ≥ 75
F6	Teaching & Research 9/10 month PT ≥ 75
VQ	Qatar Faculty FT
AJ	Adjunct Faculty*

A1	Admin Faculty 12 month FT
A2	Admin Faculty 9/10 month FT
A3	Admin Faculty 12 month PT
A4	Admin Faculty 9/10 month PT 50 - 74
A5	Admin Faculty 12 month PT ≥ 75
A6	Admin Faculty 9/10 month PT ≥ 75
P1	Prof Faculty 12 month FT
P2	Prof Faculty 9/10 month FT
P3	Prof Faculty 12 month PT 50 - 74
P4	Prof Faculty 9/10 month PT 50 - 74
P5	Prof Faculty 12 month PT ≥ 75
P6	Prof Faculty 9/10 month PT ≥ 75
G9	G9 Graduate Asst 9 month
GA	GA Graduate Asst 12 month
PD	Post-Doctoral Fellow
EX	Exempt Salaried-Other

M1	Clinical MD Faculty 12 month FT
M2	Clinical MD Faculty 9/10 month FT
M3	Clinical MD Faculty 12 month PT 50 - 74
M4	Clinical MD Faculty 9/10 month PT 50 - 74
M5	Clinical MD Faculty 12 month PT ≥ 75
M6	Clinical MD Faculty 9/10 month PT ≥ 75
O1	Clinical Other Faculty 12 month FT
O2	Clinical Other Faculty 9/10 month FT
O3	Clinical Other Faculty 12 month PT 50 - 74
O4	Clinical Other Faculty 9/10 month PT 50 - 74
O5	Clinical Other Faculty 12 month PT ≥ 75
O6	Clinical Other Faculty 9/10 month PT ≥ 75
H1	Hourly
SW	Student Worker
WS	Work-Study
AF	Affiliates

Status:

- A - Active**
- B - Leave without Pay with Benefits** (Illness, Conditional-medical, FMLA-medical, Workers' Compensation, Educational, Study Research, Suspension, Layoff-severance expired, Transition from 12- to 9-month faculty, TWFR)
- L - Leave without Pay without Benefits** (Conditional-personal, Educational-less than half pay, Layoff-placement only, Personal, Military)
- F - Leave with Pay with Benefits** (Illness, Disability-long and short, VSDP, Workers' Compensation, FMLA, Personal, Layoff-Severance, Military, Pre-Disciplinary Action)
- P - Leave with Partial Pay with Benefits** (Educational-more than half pay, Study/Research-over 50%, Military-with supplement)
- T - Terminated**

Home Department Organization Number: Four-digit number assigned to each department in the Finance FOAPAL. The number is used in HR to sort leave reports and timekeeping files.

Effective Date: See Header Block - this date will pre-populate from date inserted in header block.

Home Department Organization Name: Name that is attached to the Home Department Organization Number in the Finance FOAPAL.

Adjunct PAF Instructions: Each school/unit is responsible for ensuring that when hiring faculty whose primary appointments are adjunct (either in a new or continuing appointment), the PAF and relevant forms submitted in the HR Banner system have the correct FTE% (based on credit hours and/or hours worked per week using the applicable FTE% calculator on the PAF) for each adjunct position. The FTE% on contracts for **non-instructional** adjunct appointments should match the FTE% on the corresponding personnel action. An FTE% calculator was developed, as a separate tab on the Personnel Action Form (PAF), to assist schools/units in determining the appropriate FTE% for each adjunct faculty appointment.

Employee Termination Reason: If terminating job or employee, select code for termination/separation reason. NOTE: Use **NOAEPAF** in Banner to complete these actions.

1 Resign	2 Removal	3 Layoff/Funding	4 Retirement	5 Disability/Death
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TERM CODES	TERM CODE DESCRIPTION
1T02	Resign: During Probation
1T05	Trans to Another State Agency
1T09	Resign: Better Job
1T10	Resign: Dissatisfied
1T11	Resign: Home Responsibilities
1T12	Resign: Return to School
1T13	Resign: Leaving Area
1T14	Resign: Military Service
1T15	Resign: Ill Health
1T16	Resign: Graduated
1T17	Resign: FASO
1T01	Resign: Other
2T26	Unsatisfactory Performance During Probation
2T27	Unsatisfactory Performance Evaluation
2T28	Violations of Stand of Conduct
2T30	Faculty Dismissal for Cause
2T32	Unsatisfactory Performance
2T33	Removal: Inability to perform job
2T34	Unable to Meet Conditions of Employment
2T76	1500 Hour Wage Expiration
2T98	No Recent Payroll Activity HR

TERM CODES	TERM CODE DESCRIPTION
3T08	Completion of Limited Appointment
3T51	Classified Layoff
3T52	Non-Renewal with Notice
3T53	Lack of Funding
3T56	Position Discontinued
3T57	Non-Renewal with Severance
3T58	Faculty Layoff
4T79	Retire-Class Enhanced (VRS)
4T80	Retire-Faculty Enhanced (VRS)
4T81	Retire-In Lieu of Layoff (VRS)
4T82	Retire-In Lieu of Layoff (ORP)
4T83	Retire-Service (VRS)
4T84	Retire-Service (ORP)
4T85	Retire-Disability (VRS)
4T86	Retire-Disability (ORP)
4T87	Retire-FERIP (VRS)
4T88	Retire-FERIP (ORP)
4T89	Retire-FASO (VRS)
4T90	Retire-FASO Enhanced (VRS)
4T91	Retire-FASO (ORP)
5T54	LTD Transition to VSDP Payroll
5T55	LTD Expiration Closure HR only
5T77	Death

Termination Date: Date (DD-MON-YYYY: i.e., 09-MAY-2011) of employee's last day worked (or on approved leave).

Employee Leave of Absence Reasons: Indicate reason, if employee is on leave with or without pay for more than 14 consecutive calendar days.

ALL EMPLOYEES	
99	LWOP Pending Completion of PAF
CM	Conditional Leave – MEDICAL
CP	Conditional Leave – PERSONAL
DF	Long-Term Disability, Working (Full Pay)
DP	Long-Term Disability, Working (Partial Pay)
DS	Short-Term Disability
DW	Long-Term Disability, Not Working
DFW	Long-Term Disability, Working (Workers' Comp)
DPW	Long-Term Disability, Working PT (Workers' Comp)
DSW	Short-Term Disability (Workers' Comp)
DWW	Long-Term Disability, Not Working (Workers' Comp)
EF	Educational, Full pay
EP	Educational, Partial Pay >50%
EW	Educational, LWOP or <50%
F1	FMLA Personal Medical, Full Pay
F2	FMLA Personal Medical, LWOP
FF	FMLA Family, Full Pay
FW	FMLA Family, LWOP
IB	Illness, LWOP (With Benefits)
IF	Illness, Full pay
IW	Illness, LWOP (Without Benefits)
MF	Military, Full Pay (Using Leave)
MS	Military, LWOP (With Benefits)
MW	Military, LWOP (Without Benefits)
PF	Personal, Full Pay
PW	Personal, LWOP
WF	Workers' Compensation LWP
WS	Workers' Compensation/VSDP
WW	Workers' Compensation LWOP

FACULTY ONLY	
SF	Study Research, Full Pay
SP	Study Research, Part Pay
T9	Transition 12 to 9 Month Faculty
L8	Faculty Layoff with Severance
L9	Faculty Layoff Severance Expired
CLASSIFIED ONLY	
L1	Layoff, Class, Sev/Placement
L2	Layoff, Class, Retire/Severance
L3	Layoff, Class, Severance Only
L4	Layoff, Class, Severance Expired
L5	Layoff, Class, Placement Only
L6	Layoff, Short-Term Disability
L7	Layoff, Long Term Disability
PD	Pre-Disciplinary Action, with pay
S3	Suspension, LWOP > 30 days
SU	Suspension, LWOP
TR	Temporary Work Force Reduction

Leave Begin Date: Date (DD-MON-YYYY: i.e., 25-APR-2011) of the first day an employee is on full leave of absence.
Leave Return Date: Date (DD-MON-YYYY: i.e., 09-APR-2012) on which an employee expects to return to work from a leave of absence.

Service Dates: HR use only

Field Name	Definition
Wage Determination Date (Current Hire Date)	<ul style="list-style-type: none"> • Non-benefited employment begin date • For tracking 1500-hour limit (impact on reporting) • Changes when employee returns after one year of break
State Hire Date (Original Hire Date)	<ul style="list-style-type: none"> • Begin date of last continual state service • Does not include purchased service • Changes when employee becomes benefited
Base Leave Anniversary Date	<ul style="list-style-type: none"> • Adjusted service date • For tracking years of state service • For calculating leave accrual • Changes when employee experiences a break in benefited service or has been on LWOP for 14 days or more
Base Service Award Date	<ul style="list-style-type: none"> • Very first date of employment at VCU • Includes ALL service (student, hourly, classified, faculty) at VCU and VCU Health System • For calculating years of service at VCU for service awards • Changes when employee has a break in VCU service
VCU Hire Date (First Work Date)	<ul style="list-style-type: none"> • Begin date of most recent continual service • Changes when employee is rehired
Last Work Date	<ul style="list-style-type: none"> • Currently not in use

Position Data NBAPOSN: This form is used to define a position.

Status:

New = position establishment (Classified – only processed through eJobs)

Active = position already established

Abolish = delete a current active position (Classified – only processed through eJobs)

Type:

Single = position identified by an individual position number (see below).

Pooled = position identified by a generic number and filled with multiple employees (see below).

Position Number:

- For new **Teaching and Research Faculty** positions in areas reporting to the Provost Office; position numbers are obtained from the Provost Office; all other position numbers obtained from HR Operations.
- For new **Administrative and Professional Faculty** positions, position numbers are obtained from the HR Consultant.
- For new **Classified** positions, position numbers are obtained through eJobs.

- For **Adjunct** positions, a pooled position number based on whether or not the faculty member provides credit instruction.

eClass	Position Class	Position Class	Position #	Description
Adjunct	Adjunct – Instructor	AJ001	J00001	Position number used to for part-time faculty who teach academic courses for credit.
	Adjunct – Non-Teaching Instructor	AJ002	J00002	Position number used for non-teaching adjunct position for employees who have responsibilities that are comparable to Administrative or Professional faculty. Complete an Adjunct Faculty Non-Teaching Form (search Forms at hr.vcu.edu) when hiring this type of employee not a PAF.
	Adjunct – Continuing Education Instructor	AJ003	J00003	Position number is used for a faculty member who teaches a Continuing Education (CE) course. This teaching must be outside the scope of the faculty member's regular responsibilities; must be occasional; for a limited duration (i.e., one or two days or one or two weeks); and compensation must be nominal relative to the faculty member's contractual salary. Neither a PAF nor a contract is needed for these appointments. Complete a Continuing Education Instruction Form for Faculty (search forms at hr.vcu.edu) when hiring this type of employee not a PAF.
	Adjunct – Summer Only Instructor	AJ004	J00004	Position number USED ONLY FOR UNIVERSITY COLLEGE Summer Studies course Instructors. For new hires, complete an Adjunct Faculty – Summer Only form. Contact HR for access to this form.
	Adjunct – Elderhostel Instructor	AJ005	J00005	Position number USED ONLY FOR VIRGINIA CENTER ON AGING Elderhostel program course Instructors. For new hires, complete an Adjunct Faculty – Elderhostel Instructor form. Contact HR for access to this form.
	Adjunct – Non-Credit Instructor	AJ006	J00006	Position number used for part-time faculty who teach non-credit courses.

- Hourly** positions will have a pooled position number for each position class (Role title). When hiring an employee into an hourly position, complete the position # in the NBAJOBS section on the PAF by adding an **H before the position class** (i.e., H19011 for an Hourly Admin Office Spec I). Also include the correct position class (Role title) on the PAF in the NBAPOSN section. **H00001 is not a valid hourly position and PAFs containing this position # will not be processed until a proper position number is provided.**
- For all other employee types, use the six-digit generic position number as shown below:

Post-Doctoral Fellow P00001
Student Worker S00001
Work-Study W00001

- **Graduate Assistant** position numbers are either pooled or unique, based on the following criteria:

eClass	Position Class	Pooled Pos. No.	Description
G9 9-Month Graduate Assistant	Grad Asst Student Worker (GASW)	AF0009	May be E&G or grant funded. No limit to number of GASW's allowed. It is a function only of amount of money available to fund (administrative/ non-teaching/non-research). Graduate Assistants usually internally funded provide some form of service that does not involve teaching, or at most minimal teaching. There may be a very wide range of services provided by graduate assistants including both research and non-research activities, but primary is the fact that the services provided by GAs are not directly related to teaching and their funding is from internal institution sources. Graduate Assistant
	Grad Asst Sponsored Funds (GASF)	TR0009	No limit to number of GASF's allowed. It is a function only of amount of money available to fund such positions from grant and/or overhead funds. Graduate Teaching/Research Assistants/Externally funded are identical to GAs except that the funding for these assistants comes from external sources (e.g., NSF, External Contracts). Graduate Teaching/Research Assistant
	Grad Asst E&G (GAEG)	Individual TA#	Approved for unfunded scholarship tuition support. E&G funded. Tuition paid by school, department or the Graduate School. Position number assigned by Graduate School. Stipend paid by school or department. Teaching Assistant normally provides services directly related to the instructional mission of the institution. TAs may be involved in activities such as leading discussion, lab, section, grading papers, teaching individual sections, etc. The critical aspect of support for teaching assistants is that the students provide services to the institution and their stipends are dependent upon services related to teaching. Graduate Teaching/Research Assistant
GA 12-Month Graduate Assistant	Grad Asst Student Worker (GASW)	AF0012	May be E&G or grant funded. No limit to number of GASW's allowed. It is a function only of amount of money available to fund (administrative/ non-teaching/non-research). Graduate Assistants usually internally funded provide some form of service that does not involve teaching, or at most minimal teaching. There may be a very wide range of services provided by graduate assistants including both research and non-research activities, but primary is the fact that the services provided by GAs are not directly related to teaching and their funding is from internal institution sources. Graduate Assistant
	Grad Asst Sponsored Funds (GASF)	TR0012	No limit to number of GASF's allowed. It is a function only of amount of money available to fund such positions from grant and/or overhead funds. Graduate Teaching/Research Assistants/Externally funded are identical to GAs except that the funding for these assistants comes from external sources (e.g., NSF, External Contracts). Graduate Teaching/Research Assistant
	Grad Asst E&G (GAEG)	Individual TA#	Approved for unfunded scholarship tuition support. E&G funded. Tuition paid by school, department or the Graduate School. Position number assigned by Graduate School. Stipend paid by school or department. Teaching Assistant normally provide services directly related to the instructional mission of the institution. TAs may be involved in activities such as leading discussion, lab, section, grading papers, teaching individual sections, etc. The critical aspect of support for teaching assistants is that the students provide services to the institution and their stipends are dependent upon services related to teaching. Graduate Teaching/Research Assistant

- Required work maximum of 20 hours per week.
- Cannot hold more than one assistantship position. The graduate assistant may not hold any employment or appointment of a remunerative nature during the term of their assistantship without the approval of their graduate program director.
- Must be enrolled full-time (minimum 9 hours fall, spring; minimum 3 hours summer).
- Graduate assistants that will complete all requirements for graduation within 30 days after the start of the semester can register for less than the required full load. The thesis/dissertation must be submitted to the library and approved by the Graduate School before the 30 day timeframe. If not, the student must register for the required full credit hours for that semester.

End Date: Date (DD-MON-YYYY: i.e., 10-APR-2010) of position abolishment.

Position Class:

- The state Role title of a classified or hourly employee that describes a broad grouping of similar jobs. See Role Codes and Titles at www.dhrm.virginia.gov/compensation/careergroups/cgdlist.html.
- For faculty employees, enter rank: Assoc. Prof.; Asst. Prof.; Assoc. Prof. & Eminent Scholar; Instructor; Professor; Prof. & Eminent Scholar.

Reports To: List position number of immediate supervisor – only need to complete for position establishments.

Job Information NBAJOBS: This form is used for job data, including role title and salary information.

Effective Date: This date will pre-populate from date inserted in header block.

Time Sheet Organization: If no timesheet organization, default to home department organization number. Four-digit home department organization number, plus “T” and an alpha character (i.e. 1111TA) only used when your department is using this for payroll purposes.

Pay Type: Indicate hourly or salaried employee.

Position: See NBAPOSN section above.

Job Type:

Primary = Classified and Faculty positions will always be primary jobs. If the employee has multiple hourly/adjunct/student worker positions, anything other than the first job will be considered overload.
Overload = Any job other than the Primary Job.

Pay Rate:

Hourly = rate for employees paid on an hourly basis

- Student Worker, Work-Study, and Summer Worker employees must make a **minimum of \$7.25** per hour (Federal Minimum Wage).
- Hourly employees must make a **minimum of \$8.25** per hour (VCU Pay Band 1 minimum).

Salary = Annual amount for employees paid on salaried basis (faculty, classified, adjunct, post-docs, or graduate assistants).

Job Suffix: For unique position number suffix is always 00. For pooled position numbers, the first pooled position suffix is 00. Each subsequent pooled position number will have a “one-up” suffix number of 01, 02, 03 and so forth. If suffix is known (current job), list it. If this is for a new position, please contact HR Operations for the appropriate suffix.

FTE: Full-time equivalency – full-time employees will be listed as 1.0. Part-time employees will be less than 1.0 based on hours worked or effort.

Months: The number of months an employee is expected to work per year in the job assignment.

Deferral: Defaults to No Deferral; for 9-month faculty, select Def 9 mo; for 10-month faculty, select Def 10 mo.

Total Pay:

Hourly rate for employees paid on hourly basis (hourly, student worker, work-study).

Annual pay rate for employees paid on salaried basis (faculty, classified, adjunct, post-doctoral, or graduate assistant).

Total Pay amount does not include Special Rate, if applicable.

End Date: Date (DD-MON-YYYY: i.e., 09-APR-2011) on which the employee's current job ends. End dates are required for **all Non-Citizens**, Adjunct Faculty, Graduate Assistants, Post-doctoral, and Summer Worker.

Number of Pays: The number of paychecks per year or per contract period for the assignment. All employees are paid semi-monthly.

Factor: This field will pre-populate to two times the number of months.

Semi-monthly: Amount of pay per pay period for faculty, classified, post-doctoral, graduate assistant and adjunct employees. This field will be pre-populated on the PAF or in Banner – does not need to be completed.

Title: The Working Title of the position. This field is limited to 30 characters and will be displayed in the VCU People Search.

Labor Distribution: This section is used to indicate from what accounts an employee is paid.

Effective Date: Date current funding distribution becomes effective. This field is pre-populated from the General Information Section

Index: Six-digit number from the Finance FOAPAL that represents the Fund (FRS General Ledger), Organization (FRS Subsidiary Ledger), and Program (FRS Expense Line). The index is usually the former FRS account code. If you do not know your FOAPAL or index, see www.banner.vcu.edu/PDFs/FOAPALChartOfAccounts.pdf.

Account: Six-digit number from the Finance FOAPAL (previously, FRS object code). This field will pre-populate for all Non Benefits Eligible-Classes. If you do not know which account to use, see this list of account codes and corresponding employee classes (see Banner under HR Partners>>User Access Guides and Training at hr.vcu.edu).

Percent: Percent of salary charged to this account. Total percent from all accounts must equal 100.

Dollars: Dollar amount of salary charged to this account.

Grand Total: Total of all dollars charged to all accounts (equals total salary).

Comments: This section is used to inform HR of any information deemed pertinent to processing the PAF.

Comments: Describe the personnel or position action and any additional information necessary for processing. Also include a list of any supplemental documents necessary to process your PAF. If using an action reason or COR, a comment is required.

Additional Forms & Resources

- The **Faculty Overload Job Request Form** serves as a PAF and is used for a faculty member who engages in work assignments outside of their primary job (e.g. summer research, overload teaching, special projects, etc.) which is to be paid through VCU in accordance with the University's Overload Jobs policy. Search forms at hr.vcu.edu.
- The **Other Exempt Salaried Positions** are used for FLSA-exempt salaried employees who do not meet University definitions for adjunct, graduate assistants, post-doctoral fellows or other FLSA-exempt eClasses. These employment hires must be approved by your HR Consultant and must be submitted on the "Exempt Salaried – Other" Form. Search forms at hr.vcu.edu..
- To Process a Faculty **New Hire Special Rate**: If employee is not a new Hire the Faculty Off-Cycle Form is required.

Step 1. Complete a standard PAF:

In the General Information section:

- List faculty member's name, V#, ORG #, and contact information
- Select action reason FSR – Special Rate
- Select appropriate employee class
- Indicate the effective date – date special rate begins (usually the beginning of a pay period)

In the NBAJOBS section:

- Enter the Position Number – the faculty member's position number in his/her primary job
- Enter the Suffix – **SR** for Special Rate (this entry is important as it will show the difference between positions)
- Enter the **end date** – date special rate ends (usually the end of a pay period)
- Select Job Type as **Secondary** (secondary is not used in any situation other than for special rates)
- List the number of months the faculty member will receive the special rate (can be half months as well)
- Select the appropriate deferral schedule if for a 9/10 month faculty member and the special rate is for a full contract year; in all other cases, leave as No Deferral
- List the appropriate Timesheet ORG
- Enter Pay Type – Salaried
- List the total amount of the special rate (this is the total amount to be paid, not the pay period amount) in the Pay Rate field

In the Labor Distribution section:

- List the appropriate index, account, and dollar amounts. Any future changes to the Labor Distribution will be made through NOAEPAF.

In the Comment section: Include a comment stating the reason and time period for the special rate, and include a note that the Faculty Off-Cycle Salary Increase form and copy of the Contract Letter is attached.

Step 2. Obtain appropriate signatures.

Step 3. Attach copy of the Contract Letter to the PAF

Each school/unit is responsible for ensuring that when hiring faculty whose primary appointments are adjunct (either in a new or continuing appointment), the PAF and relevant forms submitted in the HR Banner system have the correct FTE% (based on credit hours and/or hours worked per week using the applicable FTE% calculator on the PAF) for each adjunct position. The FTE% on contracts for **non-instructional** adjunct appointments should match the FTE% on the corresponding personnel action. An FTE% calculator was developed, as a separate tab on the Personnel Action Form (PAF), to assist schools/units in determining the appropriate FTE% for each adjunct faculty appointment.