**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 Excel **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.

o **ImageNow:** <http://hr.vcu.edu/hr-partners/user-access-guides--training/imagenow/>for instructions, fax number and email address

* The **eJobs** online system is used for job postings. It is also used for position information for classified, faculty, and university positions and for the submission of all position establishments, new hires, transfers, role changes, classified temp pay and in-band adjustments. A PAF is created in eJobs to be submitted, upon Human Resources approval, through ImageNow to HR Operations. 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/eGuidetoeJobs.pdf](http://www.hr.vcu.edu/media/hr/documents/eGuidetoeJobs.pdf).
* The **ePAF** is a Banner form (NOAEPAF) that is used by department Human Resources 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/.](http://hr.vcu.edu/hr-partners/user-access-guides--training/banner/)
* 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 Human Resources and must be submitted on the “Exempt Salaried – Other” Form. Search forms at hr.vcu.edu.

If you have questions about completing these forms or the appropriate documentation to include, call HR Operations at 827-1770, or contact the HR Professional, 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., Vxxxxxxxx.

**Effective Date:** Date (DD-MON-YYYY: i.e., 10-AUG-2018) 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: https://acs.vcu.edu/

**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.

Use eJobs for all hiring and pay actions for Faculty, Classified, and University Academic & Professional staff, as well as for hiring actions for non-benefits-eligible employees. Use the Excel PAF for non-benefits-eligible employees for other actions.

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| **Form** | **Description** |  |
| **eJobs** | PAF generated from performing an action in eJobs that is reviewed and approved by Human Resources | Use eJobs for all hiring and pay actions for Faculty, Classified, and University Academic & Professional employees.  Use eJobs for all hiring actions for non-benefits-eligible employees. |
| **PAF** | Excel PAF | For Faculty, Classified, and University Academic & Professional employees, use the Excel PAF for non-hiring and -pay actions (e.g. leave).  Use the Excel PAF for all non-hiring actions for non-benefits-eligible employees. |
| **ePAF** | Submitted in Banner using the NOAEPAF form | Use the ePAF for all employees for job or employment terminations, changes to Timesheet ORG.  Use the ePAF for changes to non-benefits-eligible employees: Adjunct/Grad Assist/Work Study Renewal. |
| **HR USE ONLY** | Actions used solely by central VCU Human Resources |  |

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| **Action Code** | **Action Reason** | **Submit via** | **Additional Documents or Procedures Required** | **Description of Action** |
| 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. |
| COR | Data Correction – Reason Required | PAF |  | This action code should only be used:   * 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. |
| FTE | FTE Change Within Employee Class | PAF |  | Employee remaining in same employee type but job FTE (full-time equivalency) is changing. |
| GRE | Graduate Assistant Renewal | ePAF – Use NOAEPAF (GREN) |  | For renewing Graduate Assistant positions **only**. Complete a paper PAF if Graduate Assistant is changing departments. |
| HJB | Hire a current employee into a new job | PAF – Hourly  ePAF - (SWCHG) Student worker  ePAF – (WSCHG) Work study |  | Use only for an employee who is Active in PEAEMPL.   * 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. |
| HNW | New Original Appointment | eJobs – Hourly  ePAF - (SWHIRE) Student worker  ePAF– (WSHIRE) Work study | All new hire paperwork is required. Completed in DocuSign. | New hire to VCU |
| HRE | Reemployment | eJobs – Hourly  ePAF - (SWHIRE) Student worker  ePAF– (WSHIRE) Work study | All new hire paperwork is required. Completed in DocuSign. | 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 - NOAEPAF (ORG) |  | 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. |
| UOA | Off-Cycle – Equity Adjustment | PAF – Hourly  ePAF - (SWCHG) Student worker  ePAF – (WSCHG) Work study |  | Increase salary to align pay with market or others doing similar work |
| UOD | Off-Cycle - Change of Duties | PAF – Hourly  ePAF - (SWCHG) Student worker  ePAF – (WSCHG) Work study |  | Increase salary due to Change in Duties |
| UOR | Off-Cycle - Retention | ePAF/PAF |  | Increase salary due to retention needs. |

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| 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 (WSCHG) | ePAF will go to Financial Aid for approval | Renewing a work-study student only. Complete SWCHG for student changes |
| WTC | Working Title Change | ePAF – Use NOAEPAF (WTC) |  | Use only when updating the working title for employee in NBAJOBS with no other changes. |
| 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. |

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| **Action Code** | **Action Reason** | **Submit via** | **Additional Documents or Procedures Required** | **Description of Action** |
| 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 to a faculty position. NOTE: Always use ECLSCHANGE in Banner for e-class changes. |
| COR | Data Correction – Reason Required | PAF |  | This action code should only be used:   * 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. |
| 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:   * 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 :   * 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. |
| FCE | Competitive Salary Increase – External Offer | eJobs PAF | Contract | Increasing a faculty member’s salary as the result of an offer made by an outside employer. |
| FCI | Competitive Salary Increase – Internal Offer | eJobs PAF | 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. |
| FHS | Health Sys. Faculty Salary Adjustment | PAF | Contract | Used for:   * 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 | eJobs PAF | Contract | Adjustment in salary for a faculty member due to change in duties. |
| FOE | Off-Cycle Adjustment – Equity Adjustment | eJobs PAF | Contract | Adjustment in salary for a faculty member - an equity adjustment that addresses internal alignment issues. |
| FOO | Off-Cycle Adjustment - Other | eJobs PAF | Contract | Adjustment in salary for a faculty member - for a reason that requires further explanation. |
| FOR | Off Cycle Adjustment - Retention | eJobs PAF | Contract | Adjustment in salary for a faculty member for retention. |

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| 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 | eJobs PAF | Contract | Receiving a temporary salary supplement that is not part of the annual salary for:   * 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. |
| 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. Completed in DocuSign. | New hire to this position. |
| HRE | Reemployment | PAF | All new hire paperwork is required. Completed in DocuSign. | Rehiring an employee who is Terminated in PEAEMPL. |
| 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 - NOAEPAF (ORG) |  | Use this code if 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 | * Contract * Complete TERMJ ePAF for previous position * ECLSCHANGE in Banner | An employee moves from a non-benefits eligible position to a faculty position. |

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| **Action Code** | **Action Reason** | **Submit via** | **Additional Documents or Procedures Required** | **Description of Action** |
| 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 due to Change in Duties |
| CII | In-Band Adjustment – Internal Alignment | eJobs PAF |  | Increase salary due to aligning employee with other employee(s) who perform similar work |
| CIK | In-Band Adjustment – Application of New KSAs | eJobs PAF |  | Increase salary due to the employee acquiring **and** utilizing new knowledge, skills and/or abilities (KSAs) |
| CIR | In-Band Adjustment – Retention | eJobs PAF |  | Increase salary due to retention needs. |
| COR | Data Correction – Reason Required | PAF |  | This action code should only be used:   * 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. |
| 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; 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; 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. |

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| 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 | * Confirmation Letter * Complete TERMJ ePAF for the previous position * ECLSCHANGE in Banner | Employee moves from a faculty position to a classified position. NOTE: Always use ECLSCHANGE 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. |
| 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. |
| LVE | Leave Ends | PAF |  | End leave with pay or leave without pay. HR processes VSDP actions. |
| 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 - NOAEPAF (ORG) |  | Use this code if 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 | * Confirmation Letter * Complete TERMJ ePAF for the previous position * ECLSCHANGE in Banner | An employee moves from a Non-benefits-eligible position to a classified position. \*\*Use ECLSCHANGE in Banner for EClass changes |

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| **Action Code** | **Action Reason** | **Submit via** | **Additional Documents or Procedures Required** | **Description of Action** |
| University Academic & Professional (Full-Time) | | | | |
| **CONV** | Conversion to Univ Employee | HR use only |  | Used for employees who were automatically converted to University Academic and Professional or who opted in. |
| COR | Data Correction – Reason Required | PAF |  | This action code should only be used:   * 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. |
| CDV | Demotion – Voluntary Competitive | eJobs PAF |  | After competitive recruitment, a move to a University job code with a salary less than one’s current midpoint. (Typically, more than $2,000.)  process. |
| **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). |  |
| CTV | Competitive Transfer | eJobs PAF |  | After a competitive recruitment, a move to a University job code with a salary midpoint similar to one’s current midpoint. (Typically, within $2,000.) |
| F2U | Faculty to University | HR use only |  | Conversion from Faculty to University Academic & Professional. |
| FSR | Special Rate | eJobs PAF | EXSL employees require superseding contract | Receiving a temporary salary supplement that is not part of the annual salary for:   * temporary duties in the same or different position; * interim appointments. |
| 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. |
| 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 VCU. |
| 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 layoff into a position with either lower role and/or lower salary |
| LRW | Layoff Recall – Made Whole | eJobs PAF | Confirmation Letter | Rehiring a 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. |

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| 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);  eJobs PAF – for Home ORG changes |  | Use this code if employee is changing to a different home ORG or timesheet ORG with no other changes. |
| PRO | Promotion | eJobs PAF |  | As a result of a competitive recruitment, a move to a University job code at a higher level or with a salary midpoint higher than one’s current midpoint. (Typically, greater than a $2,000 difference.) |
| PRP | Promotion in Place | eJobs PAF |  | Increase due to the achievement of outlined milestones. May include a change in University job title to one with a higher market range. |
| 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 | Special Rate Ends | PAF | EXSL employees require superseding contract | Used when a Special Rate needs to be ended prior to an already approved end date. |
| SRR | Special Rate Renewal | PAF | EXSL employees require superseding Contract | Used when a Special Rate is to be extended beyond its current end date. |
| U2F | University to Faculty | HR use only |  | Conversion from University Academic & Professional to Faculty |
| U2U | University to University | HR use only |  |  |
| U2X | University to Non-Benefited | HR use only |  |  |
| UOD | Off-Cycle - Change of Duties | eJobs PAF |  | Increase salary due to Change in Duties |
| UOR | Off-Cycle - Retention | eJobs PAF |  | Increase salary due to retention needs. |
| WTC | Working Title Change | eJobs PAF |  | Use only when updating the working title for employee in NBAJOBS with no other changes. |
| X2U | Non-Benefited to University | HR use only |  | Conversion from non-benefits-eligible employee to University Academic  & Professional. |

**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:

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| 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\* |
| UF | University and Academic Professional FT |
| UP | University and Academic Professional PT |

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| 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 Assistant 9 month |
| GA | GA Graduate Assistant 12 month |
| PD | Post-Doctoral Fellow |
| EX | Exempt Temporary |
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| 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 |
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# 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 <http://app.hr.vcu.edu/adjunct>) 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 is available at <http://app.hr.vcu.edu/adjunct>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.

# Disability/Death

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resign** | |  |  | **Retirement** | |  |  | |  |  |
| Code | Description | Code D | escription Code | Description | Code Description |  |  | | Code | Description |
| 1T02 | Resign: During Probation | U P  2T26 P | nsatisfactory erformance During  robation 3T08 | Completion of Limit Appointment | ed Retire-Class 4T79 Enhanced (VRS) |  |  | | 5T54 | LTD Transition to VSDP Payroll (HR use only) |
| 1T05 | Trans to Another State Agency | U  2T27 P | nsatisfactory  erformance Evaluation 3T51 | Classified Layoff | Retire-Faculty 4T80 Enhanced (VRS) |  |  | | 5T55 | LTD Expiration Closure HR only |
| 1T09 | Resign: Better Job | V  2T28 C | iolations of Stand of  onduct 3T52 | Non-Renewal with Notice | Retire-In Lieu of 4T81 Layoff (VRS) |  |  | | 5T77 | Death |
| 1T10 | Resign: Dissatisfied | F  2T30 C | aculty Dismissal for  ause 3T53 | Lack of Funding | Retire-In Lieu of 4T82 Layoff (ORP) |  |  | |  |  |
| 1T11 | Resign: Home Responsibilities | U  2T32 P | nsatisfactory  erformance 3T56 | Position Discontinued 4T83 Retire-Service (VRS) | | |  |  |
| 1T12 | Resign: Return to School | Removal: Inability to  2T33 perform job 3T57 | | Non-Renewal with Severance | Retire-Service 4T84 (ORP) |  |  | |  |  |
| 1T13 | Resign: Leaving Area | Unable to Meet Conditions  2T34 of Employment 3T58 | | Faculty Layoff | Retire-Disability 4T85 (VRS) |  |  | |  |  |
| 1T14 | Resign: Military Service | 1500 Hour Wage L10 2T76 Expiration | | Layoff-Severance WTA Retire-Disability 4T86 (ORP) | |  |  | |  |  |
| 1T15 | Resign: III Health | N  2T98 H | o Recent Payroll Activity L11 R | Layoff-Severance Univ  Benefit 4T87 Retire-FERIP (VRS) | | |  |  |
| 1T16 | Resign: Graduated |  | L12 | Layoff-No Sev Prior Intervw | ity  4T88 Retire-FERIP (ORP) | |  |  |
| 1T17 | Resign: FASO |  | L13 | Layoff-Sev Priority Interview | 4T89 Retire-FASO (VR |  | S) | |  |  |
| 1T01 | Resign: Other |  |  |  | Retire-FASO 4T90 Enhanced (VRS) |  |  | |  |  |
| 2T36 | University EE – Term for Cause |  |  |  | 4T91 Retire-FASO (ORP) | |  |  |
| 1T18 | Resign-In Lieu of Termination |  |  |  |  |  |  | |  |  |

**Termination Date:** Date (DD-MON-YYYY: i.e., 09-MAY-2017) of employee’s last day worked (or on approved leave).

**Employee Leave of Absence Reasons:p** 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 |
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**Leave Begin Date:** Date (DD-MON-YYYY: i.e., 25-APR-2017) of the first day an employee is on full leave of absence.

**Leave Return Date:** Date (DD-MON-YYYY: i.e., 09-APR-2018) 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) | * 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) | * Begin date of last continual state service * Does not include purchased service * Changes when employee becomes benefited |
| Base Leave Anniversary Date | * 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 | * 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) | * Begin date of most recent continual service * Changes when employee is rehired |
| Last Work Date | * Currently not in use |

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

# Status:

New = position establishment

Active = position already established Abolish = delete a current active position

# 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, position numbers are obtained through eJobs.
  + For new **University and Academic Professional** positions, position numbers are obtained from the HR Professional.
  + For new **Hourly** positions, position numbers are obtained from the HR Professional.
* 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 Secondary Assignment | AJ002 | J00002 | Position number used only for a secondary assignment. The assignment must be non-instructional in nature and meet both the FLSA job duties test **and** the salary test. |
| 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 adjunct faculty who provide instruction during the **summer or intersession.** |
| Adjunct – Elderhostel Instructor | AJ005 | J00005 | Position number **USED ONLY FOR VIRGINIA CENTER ON AG ING** 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. Position number also used for those involved in conducting work that would typically be associated with a T&R faculty role, such as academic research or research related activities, serving as a faculty mentor, overseeing teachers in a school system, serving as a clinician, etc. |

* 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 | **Graduate Assistants** **(GA)** provide academic and program support to the university's academic,  administrative, or service units. Responsibilities may be administrative in nature and consist of duties  not related to teaching or research (such as academic advising, program planning, advising student  groups, and assisting with the administrative duties of an office). There may be a very wide range of  services provided by graduate assistants, but primarily the services are not directly related to teaching  or research. |
| Grad Asst Sponsored Funds  (GASF) | TR0009 | **Graduate Research Assistants (RA)** duties vary according to the nature of the research project in which the research assistant participates and the funding source. These duties are performed under the direction and supervision of a faculty member. Research Assistants are often engaged in laboratories (but may support non-lab research as well) to assist faculty in research projects while  gaining research skills and experience. Research Assistants are usually funded from external  sources (e.g., NSF, External Contracts) but may also be funded by school/department/unit. |
| Grad Asst E&G (GAEG) | Individual TA# | **Graduate Teaching Assistants (TA)** assignments and responsibilities are to conduct or support instruction. Teaching Assistants 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’ services to the institution are related to teaching**.** |
| **GA**  12-Month Graduate Assistant | Grad Asst Student Worker  (GASW) | AF0012 | **Graduate Assistants** **(GA)** provide academic and program support to the university's academic administrative, or service units. Responsibilities may be administrative in nature and consist of duties  not related to teaching or research (such as academic advising, program planning, advising student  groups, and assisting with the administrative duties of an office). There may be a very wide range of  services provided by graduate assistants, but primarily the services are not directly related to teaching  or research. |
| Grad Asst Sponsored Funds  (GASF) | TR0012 | **Graduate Research Assistants (RA)** duties vary according to the nature of the research project in  which the research assistant participates and the funding source. These duties are performed under  the direction and supervision of a faculty member. Research Assistants are often engaged in  laboratories (but may support non-lab research as well) to assist faculty in research projects while  gaining research skills and experience. Research Assistants are usually funded from external  sources (e.g. NSF, External Contracts) ) but may also be funded by school/department/unit. |
| Grad Asst E&G (GAEG) | Individual TA# | **Graduate Teaching Assistants (TA)** assignments and responsibilities are to conduct or support  instruction. Teaching Assistants 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’ services to the institution are related to teaching**.** |

* 1. Required work maximum of 20 hours per week.
  2. If a graduate assistant’s duties encompass multiple categories mentioned above, the student should be assigned the classification of that role that is most prevalent.
  3. Cannot hold more than one assistantship position. The graduate assistant may only hold employment or appointment of a remunerative nature during the term of their assistantship with the approval of their graduate program director.
  4. Must be enrolled full-time (minimum 9 hours fall, spring; minimum 3 hours summer).
  5. 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-2017) 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](http://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, Faculty, and University Academic & Professional 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-2017) 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](http://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**

* 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 <http://app.hr.vcu.edu/adjunct>) 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 is available at <http://app.hr.vcu.edu/adjunct>to assist schools/units in determining the appropriate FTE% for each adjunct faculty appointment.