

## **Instructions for Completing a P.A. form for Employees who have an Assignment End Date and have a Permanently Budgeted Position**

All JOBS for “regular” employees who have a permanent budget identified for their position should reflect an assignment end date of ‘Further Notice’ at all times. In order to accomplish this, whenever a “regular” employee is temporarily appointed to a grant or cost share, a second P.A. form should be processed AT THE SAME TIME to reappoint the employee back to the permanently funded distribution until ‘Further Notice’. The grant/cost share P.A. form should reflect an assignment end date and the reappointment P.A. form will pick up with an effective date of the next day and an end date of ‘Further Notice’.

The Budget Office and the Contract and Grants Office will not process P.A. forms that are temporarily moving an employee to a grant or cost share without an accompanying reappointment P.A. form as explained above.

Please contact Adam Tate in the Budget Office (348-7719) if you have any questions.