**Instructions for Superseding PA**

A Superseding Personnel Action Form (PA) is completed only to replace a PA that was submitted with an error, not to make changes during an active assignment, such as a salary or labor distribution change. The intent is to override the original PA with a superseding (correction) PA.

Check the Superseding PA box if the date of the change is the exact same date of the PA that was originally submitted OR if only the begin date needs to be corrected. On the left-hand side under section C, “Assignment Information From,” put the information of the PA that was originally submitted and needs to be replaced. The left-hand side of a superseding PA should always have an assignment that needs to be stopped, or corrected in some way. This is vital information to ensure the correct assignment is replaced. Add the corrected assignment information to the right-hand side of the PA. Also, in the comments section, please describe the change.

For questions, contact Payroll Input at (205)348.8732, 8.8733 or 8.8731.

**Example:**

**Original PA**

**Superseding PA—to correct the originally submitted FTE**