

electronic Personnel Action Form Purposes

Purpose	Description
Additional Assignment	Employee hired into a second job in addition to the employee's primary job. <ul style="list-style-type: none"> • If the employee's primary and secondary jobs are both hourly paid, any hours worked over 40 hours in a workweek are subject to UA's overtime policy. • If the employee's primary job is full-time monthly paid, then use Supplemental Pay.
Death	Employee died
Demotion	Employee placed by management in another job at a lower grade or classification
Disability	Employee has been approved for long term disability
End of Temporary or Contract Assignment	Employee had a contract or expectation for working a specific period of time which could be based on the availability of funds
Extension of Appointment	Use only for extension of appointment <ul style="list-style-type: none"> • Do NOT use if there is a break in service – use "Rehire" instead • Do NOT use if there is a salary change – use "Salary Change" instead • Do NOT use if there is a distribution change – use "Labor Distribution Change" instead
Family Medical Leave <i>Employees going on leave must contact the Benefits Office</i>	Employee goes off of payroll while on approved Family Medical Leave. Make sure both the FML PA and Return from Leave PA are completed in a timely manner to avoid incorrect payment to the employee. The FML policy can be found on the HR website.
Interim	For Interim term teaching and administrative payrolls only. The assignments begin and end concurrently with the interim schedules. <i>This is not used for hourly paid assignments.</i> Interim assignments are paid on the last day of classes for the session appointed.
Involuntary Separation	Employee terminated for any reason other than position elimination, reduction in force, department reorganization, etc.
Labor Distribution Change	Changes to the labor distribution account number or salary charges <i>Note:</i> If there is also a change in salary, use another action code that best describes the reason for the salary change e.g. "Salary Change," "Promotion," etc.
Military Leave <i>Employees going on leave must contact the Benefits Office</i>	Employee goes on unpaid military leave <i>Note:</i> Attach a copy of the leave orders to the completed PA form. The Military Leave policy can be found on the HR website.
New Employee	<ul style="list-style-type: none"> • Never worked for the University • Works or has worked for UA in a student (undergraduate or graduate) capacity and is now hired into a faculty or staff position

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<p>Occasional Pay</p>	<p>Provide pay to an individual for work/services to be performed which are of a very short-term nature (less than 3 weeks) and non-repetitive in nature, usually not more than 4 times in a 12 month period for the same assignment.</p> <p><i>Special Notes:</i></p> <ul style="list-style-type: none"> • Examples might include the following: Payment to a UA student for a special one-time, short-term work assignment; Payment to a UA retired employee for work on a project that took 2 weeks to complete. • This does NOT include: <ul style="list-style-type: none"> ○ Any pay for teaching or instruction to include classroom or online courses ○ Any work assignment of more than 3 consecutive weeks ○ Any pay in addition to an existing full-time employee's primary job which should be handled as "Supplemental Compensation" ○ A 2nd part-time job in addition to an employee's primary part-time job. The 2nd part-time job would be an "Additional Assignment" ○ Payment to an employee who had a recent active work assignment e.g. a student employee who just graduated • All Occasional Pay must be approved in advance of the work being performed by the appropriate vice-president, using the Approval Request for Supplemental or Occasional Pay form. • The Approval Request for Supplemental or Occasional Pay form can be found on the Payroll website and should be attached to the PA form. • Detailed instructions for completing an Occasional Pay PA form can be found on the Payroll website.
<p>Other Leave <i>Employees going on leave must contact the Benefits Office</i></p>	<p>Employee goes on any other unpaid Leave of Absence.</p>
<p>Position Elimination-RIF-Department Reorganization</p>	<ul style="list-style-type: none"> • Employee is terminated due to position elimination, reduction in force or department reorganization. • This does NOT include an employee who was terminated due to an end of a temporary or contract appointment.
<p>Position Modification</p>	<ul style="list-style-type: none"> • Employee's position description has been modified <i>with the end result the same or lower grade or classification OR</i> • Had only a title change

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<p>Promotion-Different Position Number <i>*TO & FROM sections of ePA must be completed</i></p> <p>Promotion-Same Position Number <i>*Only TO section of ePA must be completed</i></p>	<ul style="list-style-type: none"> • Employee moved to a different job, OR • Had a change of assignment, OR • His/her job has been reclassified <i>With the end result being a job in a higher grade or classification</i> <p>For faculty, this includes a change in rank as well as a change to a department head and/or assistant/associate dean.</p>
<p>Rehire</p>	<p>Returns to work at UA after <i>any break in service</i> which may include a termination or retirement</p>
<p>Retirement</p>	<p>Employee has been approved for retirement</p>
<p>Return from Leave</p>	<p>Employee returns from an approved leave <i>Note:</i> Indicate in the comments section what type of leave the employee is returning from. Make sure to complete this PA in a timely manner to avoid incorrect payment to employee.</p>
<p>Sabbatical Leave <i>Employees going on leave must contact the Benefits Office</i></p>	<ul style="list-style-type: none"> • Employee has been approved for a sabbatical leave • A second PA form should be attached to return the employee to his/her regular appointment after his/her sabbatical leave <p><i>Note:</i> This mainly involves faculty. In some rare cases staff employees have been given sabbatical leave if individual credentials warrant such a leave and proper administrative approval had been given.</p>
<p>Salary Change</p>	<ul style="list-style-type: none"> • Salary change is NOT the result of an assignment change • Job duties have not changed • Use for merit or equity increase, career ladder increase, etc. • Even if the distribution changes as a result, it is still a salary change
<p>Status Change-Different Position Number <i>*TO & FROM sections of ePA must be completed</i></p> <p>Status Change-Same Position Number <i>*Only TO section of ePA must be completed</i></p>	<p>Change in employment status within the employee’s current assignment e.g. part-time to full-time, temporary to regular, change in FTE</p> <p><i>Note:</i> If changing from a student to a faculty or staff position, use “New Employee”</p>
<p>Summer I Or Summer II</p>	<p>For Summer School teaching and administrative payrolls only. The assignments begin and end concurrently with the summer school schedule. <i>This is not used for hourly paid assignments.</i> Summer School assignments are paid on the last day of classes for the session appointed.</p>
<p>Summer Research</p>	<ul style="list-style-type: none"> • Use only for Summer Research – not teaching • Summer Research is paid on the last working day in the months May thru August.

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<p>Supplemental Pay</p>	<p>Provide <u>any pay</u> in addition to an existing <u>full-time</u> employee’s primary job.</p> <p><i>Special Notes:</i></p> <ul style="list-style-type: none"> • This could include a one-time or on-going special work assignment e.g. overload, consulting work, special projects for home department, special projects for other department in area of expertise as well as, including but not limited to, commissions, bonuses, or awards. • This does NOT include: <ul style="list-style-type: none"> ○ Payment of overtime for non-exempt employees which should be recorded on the employee’s timesheet. ○ A 2nd part-time job in addition to an employee's primary part-time job. The 2nd part-time job would be an “Additional Assignment.” ○ <i>The “Occasional Pay” action might be used for other situations involving paying individuals who do not have an ongoing work assignment.</i> • All supplemental pay must be approved in advance of the work being performed by the appropriate vice-president, using the Approval Request for Supplemental or Occasional Pay Form. • The Approval Request for Supplemental or Occasional Pay Form can be found on the Payroll website and should be attached to the PA form, except for teaching assignments. • Detailed instructions for completing Bi-weekly, Monthly and Multi-month Supplemental Pay PA forms can be found on the Payroll website. • The Faculty Supplemental Compensation Policy for Faculty can be found in the Faculty Handbook. • The Staff Supplemental Compensation Policy can be found on the HR website.
<p>Temporary Salary Change</p>	<p>Used to pay an employee a higher rate or salary while assuming a temporary or interim assignment as well as when returning the employee to his/her regular rate or salary upon completion of the temporary assignment</p> <ul style="list-style-type: none"> • Do NOT use "Salary Change" or "Promotion" <p><i>Note:</i> If the duration of the temporary salary increase is known, a second PA form should be attached to return the employee to his/her regular rate of pay</p>

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<p>Transfer-Different Position Number <i>*TO & FROM sections of ePA must be completed</i></p> <p>Transfer-Same Position Number <i>*Only TO section of ePA must be completed</i></p>	<p>Employee moved to a different job at the same or lower grade or classification <i>even if the employee received a pay increase</i></p>
<p>Voluntary Separation</p>	<ul style="list-style-type: none">• Employee resigns for any reason other than disability or retirement• This includes an employee who does not return to work after an approved leave or for an employee who has abandoned his/her job i.e. walked off the job or did not report to work for consecutive days with no notice to the department.