
CAS POLICY: PAYROLL REQUEST FORMS

DESCRIPTION:

This document describes the College's requirements for approving updates to employees' payroll via PRF. In addition to the policies described here, all relevant University policies and procedures apply to PRFs submitted by CAS units.

PURPOSE:

To clarify and document CAS policies regarding Payroll Request Forms (PRFs) and the appointments and employee payroll modified using these forms.

WHO:

College of Arts and Sciences department/program budget managers, department heads/program directors, unit staff who process PRFs.

EFFECTIVE DATE(S):

06/01/2013

POLICY:

- The CAS Associate Deans must approve the Payroll Request Forms (PRFs) submitted by units.
- Unit signature authority for PRFs is determined at the unit level.
- Generally, all PRFs must be routed to CAS, except those for GTFs working during the academic year and summer research/admin GTFs.
- Written documentation must be submitted with certain types of PRFs, as described below.
- Summer research appointments (position BUOWSR) should be initiated with a PRF and a PAW showing FTE and salary correctly corresponding to each other for the dates of appointment.
- Appointment percentage increases for unclassified employees may not be initiated using a PRF. FTE may be reduced via PRF for D (adjunct) contracts only.
- Units must verify availability of funds. CAS does not verify that a unit has or will have sufficient funds to accomplish the changes initiated by any PRF.

PROCEDURES/PRINCIPLES:

Unit signature authority for PRFs is determined at the unit level. The department head or program director may delegate PRF signature authority to others; this delegation should be documented via a written internal memo. CAS will not independently verify that proper unit

signature authority was followed for all PRFs. A PRF that affects multiple orgs must be reviewed and signed by the department head or designee of all affected units.

Generally, all PRFs must be routed to CAS, except those for GTFs working during the academic year and summer research/admin GTFs. CAS will route PRFs to Unclassified Personnel Services or Human Resources. If a unit must submit a late PRF directly to Payroll to prevent an overpayment, the unit will copy the CAS Program Technician on this submission. PRFs initiated by an org outside of CAS, but that list a CAS labor distribution, do not need to be routed through CAS as long as there is no change to the CAS appointment and labor distribution percentages.

Written documentation must be submitted with certain types of PRFs. Stipend, summer research, and other new positions or reappointments initiated via PRF and paid from unrestricted funds must be documented by an appointment letter from the department head/program director (or hiring authority in another unit) to the employee. The appointment letter must include the *dates of the appointment, the duties of the appointment, and the amount of compensation*. This may be a copy on department letterhead, or it may take the form of an email from the department head/program director/hiring authority to the employee. CAS will not process Payroll Request Forms without a copy of the appointment letter, when required.

Summer research appointments (position BUOWSR) should be initiated with a PRF and a PAW showing FTE and salary correctly corresponding to each other for the dates of appointment. As stated above, an appointment letter must accompany the PRF and PAW for summer research positions paid from unrestricted funds.

Appointment percentage increases for unclassified employees may not be initiated using a PRF. Units need to submit an RTO that describes the additional duties (for example, adding a class to the teaching load) in the internal comments section. If the duties of the position will not change, the unit must submit a written memo of justification for the increased FTE. **FTE may be reduced via PRF for D (adjunct) contracts only.** A written request for or acknowledgement of the FTE reduction from the employee is required in this case.

Units must verify availability of funds. CAS does not verify that a unit has or will have sufficient funds to accomplish the changes initiated by any PRF. By submitting the PRF, the department is indicating there are sufficient funds for the requested salary and OPE. If there are not sufficient funds, CAS will not be responsible for the shortfall.

RELATED DOCUMENTS:

[CAS Policy: Payroll Administration of Administrative Stipends for Faculty](#)
[How To: Payroll Accounting Webpage \(PAW\)](#)