

# PRF Cheat Sheet

Term	Job dates
Fall	9/16 to 12/15
Winter	12/16 to 3/15
Spring	3/16 to 6/15
Summer	6/16 to 9/15
9-month academic year	9/16 to 6/15
12 month fiscal year	7/1 to 6/30

*Note:* Dates for the academic terms run from the 16<sup>th</sup> of the first month of a term to the 15<sup>th</sup> of the last month of a term.  
Not every PRF will fit neatly into an academic term or terms, but many do.

Position type	Position	Title	Eclass		Account Code	PRF Requires Documentation	Examples
			9 Mo	12 Mo			
Fixed-Term Teach/Rsrch	BUOFF9	Fixed Term Teach/Rsrch 9 mo	UA, UC		10102 (10123 sabb)		Labor Distribution Changes, Special Rate increases, Appointment % decrease (D type contract only), Terminations
	BUOFF2	Fixed Term Teach/Rsrch 12 mo		UB, UD	10102 (10123 sabb)		
Post Retirement Appointments	BUOTRP	Tenure Reduction Pgm	UA, UC	UB, UD	10102		Appointments made via PRF
	BUOERT	UO Retired Teach/Rsrch	UA, UC	UB, UD	10102 (10203 summer)		
	BUOERO	UO Retired Ofcr of Adm	UE, UG	UF, UH	10103		
Overload	BUOOLT	Overload Other Inst Teach/Rsch	UC	UD	10201		
	BUOOLA	Overload Other Inst Ofcr of Adm	UG	UH	10202		
	BUOOLU	Overload UO Teach/Rsrch	UC	UD	10201		Overload Form (Advising, emergency teaching, etc)
	BUOOLO	Overload UO Ofcr of Adm	UG	UH	10202		
Stipends 9 mo	BUODH9	Stipend Dept Head 9 mo	UC		10107	X	Dept head stipend Dean's Office does
	BUOTA9	Stipend Teach Award 9 mo	UC		10108	X	
	BUOFE9	Stipend Fac Excel 9 mo	UC		10108	X	Faculty Excellence Award
	BUOEC9	Stipend Endow Chair 9 mo	UC		10108	X	Endowed Chair Stipends
	BUOOS9	Stipend Other 9 mo	UC		10107	X	First Year Programs Stipend, Administrative stipends, Rippey Awards
Stipends 12 mo	BUODH2	Stipend Dept Head 12 mo		UD	10107	X	
	BUOTA2	Stipend Teach Award 12 mo		UD	10108	X	
	BUOFE2	Stipend Fac Excel 12 mo		UD	10108	X	
	BUOEC2	Stipend Endow Chair 12 mo		UD	10108	X	

Position type	Position	Title	Eclass		Account Code	PRF Requires Documentation	Examples
			9 Mo	12 Mo			
Temporary	BUOOS2	Stipend Other 12 mo		UD	10107	X	For 12 month Employees
	BUOWNP	Interim Administrative	UV	UV	10209		
	BUOWTA	Teach/Rsrch Temporary	UV, UW	UV, UW	10209		
	BUOWTO	Officer of Admin Temporary	UV, UW	UV, UW	10209		
Summer	BUOWSR	Teach/Rsrch Summer	UV	UV	10204	X	Summer research on grants, summer salary from department, TTF start-up. If set amount, use PAW to figure out FTE.
	BUOWLS	Law School Summer	UV	UV	10204		
	BUODHS	Stipend Dept Head Summer	UC	UC	10107		Dean's Office does
	BUOSSC	Stipend Sum Session Coord	UC	UC	10107		50% from Summer Dividend Index 50% from BDSSNV (Dean's Office SD)
Hourly Appointment	BUOHFT	Fixed Term Teach/Rsrch Hr	UW	UW	10209		
	BUOHNP	Ofcr of Adm Hr	UW	UW	10209		
Continuation Center	BUOWTC	Teach Continuing Ed Sal	UV	UV	10209		
	BUOWNC	Ofcr of Adm Continuing Ed Sal	UV	UV	10209		
	BUOHTC	Teach Continuing Ed Hr	UW	UW	10209		
	BUOHNC	Ofcr of Adm Continuing Ed Hr	UW	UW	10209		
Summer Session	BUOWTS	Teach Summer Session Sal	UV	UV	10203 (10209 Acad Yr)		
	BUOHTS	Teach Summer Session Hr	UW	UW	10203 (10209 Acad Yr)		

PRF Type	Who Prepares the PRF
GTF, summer appointments	Dean's Office
Promotions (title and salary increase) - tenure-related faculty	Dean's Office
Salary Increase, new department head 3% salary increase	Dean's Office
Salary Increase, Post-tenure review	Dean's Office
Stipends, College Advisor	Dean's Office
Stipends, Department Head - academic year	Dean's Office
Summer GTF appointments	Dean's Office
Stipends, Department Head - Summer	Dean's Office
Summer, Department Head Stipends	Dean's Office
Appointments, summer research	Department
Awards, Bray Fellow stipends	Department
Awards, Humanities Center	Department
Awards, Junior Faculty	Department
Awards, Rippey stipends	Department
Classified hire	Department
Classified position updates (step increases, leave, etc.)	Department
Classified separation	Department
Knight Professorships	Department
Leaves: LWOP, sabbatical	Department
Pay from start-up index	Department
Promotions – NTTFs	Department
Retirement – separation	Department
Retirement - set up emeritus position	Department
Retirement - set up TRP position	Department
Retirement - TRP assignment	Department
Salary Increase, retention	Department
Stipends, Chair (Rippey, Beekman, etc.)	Department
Stipends, summer session coordinator stipend	Department
Summer research appointments	Department
Summer session coordinator stipends	Department
GTF, Academic Year appointments	Department
Awards, Faculty Excellence	Provost

Employee Family	Form: Action	Signatures
Classified/ Temporary	PRF: All	Principal Investigator (if funded by a sponsored project) * Dept Head, Dean/Dir or Designee * Associate VP, Human Resources or designee
GTF	PRF: All	Principal Investigator (if funded by a sponsored project) * Dept Head or Designee * VP FOR Research & Graduate Studies or Designee
Unclassified	PRF: (VP Signature required) <i>Salary increases, title changes, stipends, terminations/retirements</i>	Principal Investigator (if funded by a sponsored project) * Dept Head, Dean/Dir or Designee * Vice-Presidents or Designee
Unclassified	PRF: (VP Signature Not required) <i>Summer appointments, appt % changes that are benefit neutral, changes in labor distributions</i>	Principal Investigator (if funded by a sponsored project) * Dept Head, Dean/Dir or Designee

*Note:* In the College of Arts and Sciences, the Dean's Office reviews and signs off on all PRFs for classified, temporary, OAs, and faculty (not students). The CAS Dean's Office does not review PRFs pertaining to GTFs during the Academic Year, but creates and reviews them for teaching GTFs in summer, but AD does not sign. For all academic year GTFs and summer research and admin GTFs, CAS Departments should send these PRFs directly to the Graduate School.

Job Change Reasons	Appointment-Type Change	Merit Increase
	Appointment Percentage Change	Minimum Wage Adjustment
	Chair Assignment Begins	Multiple Job Changes
	Chair Assignment Ends	Negotiated Pay Increase
	COLA	Other/See Comments
	COLA/Merit	OUS System Transfer
	Correction of Job Record	Pay Increase - Other
	Demotion - Voluntary	Pay Increase - Special
	Department Change	Post Retirement Begins
	Employment Ends	Post Retirement Ends
	Equity Adjustment	Promotion - Competitive
	General Pay Increase	Promotion
	Job Location Change	Reappointment
	Job Record Begins	Reclass Position Upward
	Job Record Ends	Retention
	Job Title Change	Retirement
	Labor Distribution Change	Sabbatical Begins
	Leave Begins	Stipend Begins
	Leave Ends	Stipend Ends
	Limited Duration Appointment	Term of Service Change
		Transfer - Lateral
GTF Type	Masters	
	Ph.D	
	Law School	
Classified Type	Regular	
	Limited Duration	
	Seasonal	
	Intermittent	
	Academic Year	
	Temporary	
	Temporary Non-Regular	
Leave Reason	AF Administrative w/Pay	FS Health, Non-Job w/o Pay
	AN Administrative w/o Pay	LF Other w/o Pay
	CF Academic Year w/o Pay	LN Other w/Pay
	CN Academic Year LOA (Classified)	MF Military Extended w/o Pay
	EF Educational w/o Pay	PF Peace Corps w/o Pay
	FF FMLA w/Pay	SF Sabbatical w/Pay
	FN FMLA w/o Pay	WF Workers' Comp w/Pay
	FP FMLA w/PartPay	WN Workers' Comp w/o Pay
Separation	Not Otherwise Specified	Resignation - Retirement

	Resignation - Compensation	Resignation - Status Change (Uncl/Class)
	Resignation - Deemed Resignation	Term - Death
	Resignation - Early Retirement	Term - Graduated/No Lngr Student
	Resignation - Not Spcfd by Employee	Term - Layoff
	Resignation - Other	Term - Non Renewal - Funding
	Resignation - Post Retirement	Term - Non Renewal - Other
	Resignation - Relocation	Term - Other