

INSTRUCTIONS FOR COMPLETION OF THE UNDERGRADUATE STUDENT FLAT-PAY CHANGE FORM BHR - UF CHANGE FORM

Type of Change -

Make a selection from the drop down box indicating the type of change. Please review the selections carefully as to RATE or LABOR change and the circumstances involved with these changes. Also, if the employee was never paid or worked on this job, you may request we [DELETE] the job from the record.

Date Prepared -

Enter the date you are preparing this form.

Originating Department Information -

1. Indicate the name of the home organization submitting the form.
2. Indicate the name of the person originating this documentation as well as their phone number. This is required in case the HR office has questions regarding information on the form.
3. Indicate the name of an alternate contact person as well as their phone number. This is required in case the originator is not available if the HR office has questions regarding the form.

PPAIDEN (Identification Form) -

1. Submit the Banner ID# of the employee. Remember, all students have a Banner ID#.
2. Complete the Employee Name information as Last, First, then Middle Name/Initial.

PEAEMPL (Employee Form) -

1. Enter your Home Department Organization.
2. Enter your Check Distribution Organization.
3. Enter the hire date of the original job submitted via EPAF. This information verifies that changes are made to the correct job.

NBAJOBS (Employee Job Form) -

1. Enter the unique 'F' Position#/Suffix# combination assigned to this job based on the original New Hire EPAF for Flat-Pay employees.
2. Enter the Effective Begin Date of Action - The pay period for all students will remain the 11th of one month to the 10th of the following month. **All** Flat-Pay jobs will begin on the 1st of the month in which the employee is to begin receiving pay. Example: Employee begins work on April 11th; they will receive their first flat-pay amount on their May 31st check. (This check will be for time worked from April 11th-May 10th.) If the employee has already been paid on this job for the month preceding the date of this change or has been brought into the payroll for the current month, you may NOT enter a date prior to the Last Paid Date. Banner HR will NOT accept a date prior to the Last Paid Date. (You will find the field Last Paid Date on the NBAJOBS form in INB in the upper right hand corner.) Therefore, for student employees an Effective Dated Action for a job that has already been paid on or brought into the payroll for the current month would be the 1st of the following month.
3. Enter the Personnel Begin Date - For changes this date **MUST** begin on the 1st of the month in which the action should have taken place in order to establish if or how much retroactive pay is due or when a redistribution is appropriate.
4. Select a Change Reason based on the 'Type of Change' selected at the top of this form.
5. Enter a New Annual Salary, if applicable. Remember, if retro is involved or redistribution, the Payroll Department will be able to identify this action based on the Type of Change/Change Reason selected as well as the Personnel Date reflected on this form. (Annual Salary is based on the following calculation: Monthly amount to be paid multiplied by the Factor/Pays.) See description of Factor/Pays listed below.
6. Enter the New Factor/Pays, if applicable. This is the number of months in which the employee is to receive the New Annual Salary or Labor Distribution Change.
7. Enter the New Labor Distribution, if applicable. Remember, if redistribution or retro is involved, the Payroll Department will be able to identify this action based on the Type of Change/Change Reason selected. You must enter the Fund(s), Organization(s), and Account(s) to which the charges are to be applied. As well as the percent to be applied to each FOAP. The total percentage for fund(s) listed must equal 100%. (1.00 = 100%, .5 = 50%, .25 = 25%, etc.)
8. Enter the Effective End Date of Action - Enter the **last day of the month** in which the employee will be paid. All Flat-Pay jobs **must** end on the last day of the month in which the employee will be paid.
9. Enter the Personnel End Date of Action - This is the actual last day the employee will work.

All forms submitted for changes to students must include two different authorization signatures for auditing purposes. Please complete the bottom of the form as directed prior to submitting to the HR office.