

# PAF Instructions for Change in Status to No Pay

Top Left Side – Check if the employee is Benefits Eligible

Top Right Side – Check if this employee is a Supervisor

Top Left Side – Check if this is an Appointment (new or returning)

Top Right Side – Check if this employees is Regular

Change in Status, or Termination

Extra Help, or Emergency Hire

Enter employee's Last Name, First Name, and Middle Initial

Enter employee's UCA Email Address and UCA ID

The diagram shows the PAF form with red arrows pointing to the following sections:

- A red arrow points to the "Benefits Eligible" checkbox on the top left.
- A red arrow points to the "Appointment" checkbox on the top left.
- A red arrow points to the "Change in Status" checkbox on the top left.
- A red arrow points to the "Termination" checkbox on the top left.
- A red arrow points to the "Supervisor" checkbox on the top right.
- A red arrow points to the "Regular" checkbox on the top right.
- A red arrow points to the "Extra Help" checkbox on the top right.
- A red arrow points to the "Emergency Hire" checkbox on the top right.

The form itself is titled "UNIVERSITY OF CENTRAL ARKANSAS PERSONNEL ACTION FORM". It has two main sections: "A1. FUTURE/NEW STATUS" and "B1. CURRENT STATUS". The "A1" section includes fields for "NAME" (Last, First, M.I.), "Email Address", and "UCA ID". The "B1" section includes fields for "Supervisor", "Regular", "Extra Help", and "Emergency Hire".

## Change in Status to No Pay (pg 1)

(Complete sections A1, B1, A2, B2 and C.)

Note: If an employee transfers to another department, the new department is responsible for preparing the PAF.

### Section A1 (FUTURE/NEW STATUS)

1. Enter college or administrative area
2. Enter department name
3. Enter title of position
4. Enter grade if classified and check "Full-time" if employed full-time
5. Enter 0.00 salary.
  - Indicate if appointment is 12-month, 10-month, 9-month, or Other.
6. If this is an academic appointment less than 9-months, indicate term appointment (i.e., Spring, Fall, Summer etc).

A1. FUTURE/NEW STATUS				
1. College/Division				
2. Primary Dept. Name				
3. Title of Position				
4. Employment Status	Grade	Full-time	Overload	Part-time %
5. Salary	\$	12 mo.		9 mo.
		10 mo.		Other
6. Academic Term Designation	1 (Spring)	3 (Summer I)	5 (Other)	
	2 (Fall)	4 (Summer II)		

## Change in Status to No Pay (pg 2)

### Section B1 (CURRENT STATUS)

Enter information in all boxes using the latest (current) PAF for this employee.

1. Enter college or administrative area
2. Enter department name
3. Enter title of position
4. Enter grade if classified and check "Full-time" if employed full-time.
5. Enter appointment salary.
  - Indicate if currently 12-month, 10-month, 9-month, or Other.
6. If this is an academic appointment less than 9-months, indicate term current term (i.e., Spring, Fall, Summer etc).

B1. CURRENT STATUS					
Grade	Full-time	Part-time			
	%				
\$	12 mo.	9 mo.			
	10 mo.	Other			
1 (Spring)	3 (Summer I)	5 (Other)			
2 (Fall)	4 (Summer II)				

### Section A2 (FUTURE/NEW SALARY DISTRIBUTION)

7. Position number is to be left blank.
8. Enter the account number(s) and account name(s) the salary is to be paid from.
  - If you do not know the account number, visit the Budget Office website and look under Budget Forms & Information for "Account Code Quick List" and "Budget Workshop 20XX – 20XX" or contact the Budget Office at 852-2663 or budgetoffice@uca.edu.
9. Enter percentage to be paid from each account number.
10. Enter beginning and ending dates of No Pay Status.
  - **DO NOT CROSS FISCAL YEARS**, except in case of summer school. (Summer I and Summer II should be on the same PAF).
11. Payroll Use Only section will be completed by Payroll.

A2. FUTURE/NEW SALARY DISTRIBUTION						
7. Position Number	8. Salaries Account Number and Name		9. %	10. Effective Dates		11. Amount to be Paid
(Leave Blank)	Account Number	Account Name		From	To	(Payroll Use Only)

### Section B2 (CURRENT SALARY DISTRIBUTION)

Enter information in all boxes using the latest (current) PAF for this employee

7. Position number is to be left blank.
8. Enter the account number(s) and account name(s) the salary is to be paid from.
  - If you do not know the account number, visit the Budget Office website and look under Budget Forms & Information for "Account Code Quick List" and "Budget Workshop 20XX – 20XX" or contact the Budget Office at 852-2663 or budgetoffice@uca.edu.
9. Enter percentage each account number is currently being paid from.
10. Enter beginning and ending dates of assignment.
  - **DO NOT CROSS FISCAL YEARS**, except in the case of summer school. (Summer I and Summer II should be on the same PAF).
11. Payroll Use Only section will be completed by Payroll.

B2. CURRENT SALARY DISTRIBUTION						
7. Position Number	8. Salaries Account Number and Name		9. %	10. Effective Dates		11. Amount to be Paid
(Leave Blank)	Account Number	Account Name		From	To	(Payroll Use Only)

## Change in Status to No Pay (pg 3)

### Section C (EXPLANATION)

- Underline or Circle "Change" and state reason for change in statue.
  - e.g. No Pay for XYZ.
  - Please note the Department Contact for this position.

#### C. EXPLANATION

1. Reason for the Appointment, Change, or Termination:

Department Contact:

2. Person being replaced: 3. Tenure Track Position? ☐ Yes ☐ No 4. Is this a UCA Retirement\*? ☐ Yes ☐ No

\*UCA Retirement is age 59 1/2 with at least 10 yrs continuous benefit eligible UCA/state service or any age with 28 yrs cumulative benefit eligible UCA/state service. The last 5 yrs must be UCA service.

5. For termination, show the last day the employee was or will be present for work:

### Final Step: Signatures

Principal Investigator (Grants)	Date
Hiring Unit/Department Chair	Date
Dean of College	Date
Vice President	Date
Human Resources	Date
Budget Office	Date
President	Date