



Faculty Payroll Action Form

Last Name: [] First Name: [] Title: [] SU ID #: []

Home School/College: [] Home Dept/Admin. Prog. []

Secondary School/College: [] Secondary Dept/Admin. Prog. []

Current Funding:

(Include ALL current budget lines for the AY. Complete page 2 as needed)

1. Budget #:	[]	Salary:	[]	%:	[]	*FTE:	[]	Credit Hours:	[]	Work Units:	[]	Start Date:	[]	End Date:	[]	<input type="checkbox"/> Sponsored Project?
2. Budget #:	[]	Salary:	[]	%:	[]	*FTE:	[]	Credit Hours:	[]	Work Units:	[]	Start Date:	[]	End Date:	[]	<input type="checkbox"/> Sponsored Project?
3. Budget #:	[]	Salary:	[]	%:	[]	*FTE:	[]	Credit Hours:	[]	Work Units:	[]	Start Date:	[]	End Date:	[]	<input type="checkbox"/> Sponsored Project?
4. Budget #:	[]	Salary:	[]	%:	[]	*FTE:	[]	Credit Hours:	[]	Work Units:	[]	Start Date:	[]	End Date:	[]	<input type="checkbox"/> Sponsored Project?
Total Base Salary: [] %: [] *Datatel FTE																

Funding Change To:

Include ALL future budget lines for AY. (Complete page 2 as needed)

Retroactive (complete journal entry section on page 2)

1. Budget #:	[]	Salary:	[]	%:	[]	*FTE:	[]	Credit Hours:	[]	Work Units:	[]	Start Date:	[]	End Date:	[]	<input type="checkbox"/> Sponsored Project?
2. Budget #:	[]	Salary:	[]	%:	[]	*FTE:	[]	Credit Hours:	[]	Work Units:	[]	Start Date:	[]	End Date:	[]	<input type="checkbox"/> Sponsored Project?
3. Budget #:	[]	Salary:	[]	%:	[]	*FTE:	[]	Credit Hours:	[]	Work Units:	[]	Start Date:	[]	End Date:	[]	<input type="checkbox"/> Sponsored Project?
4. Budget #:	[]	Salary:	[]	%:	[]	*FTE:	[]	Credit Hours:	[]	Work Units:	[]	Start Date:	[]	End Date:	[]	<input type="checkbox"/> Sponsored Project?
Total Base Salary: [] %: [] *Datatel FTE																

Reason for Funding Change/Journal Entry(including reason for retroactivity):

[]

[]
Home School/College Budget Manager/Sr. Administrator #1

[]
Secondary School/College Budget Manager/Sr. Administrator #2

[]

Office of Research Services and Sponsored Projects #3
(Sponsored Projects Only)

[]

Faculty Services Office #4

Form Prepared by: []

Date: []

email address []

phone: []

Payroll Office(#5) []

cc: School/College Payroll ORSSP



Last Name:

SU ID #:

Faculty Payroll Action Form - Page 2

Current Funding:

(Include ALL current budget lines for the AY)

5. Budget #:	<input type="text"/>	Salary:	<input type="text"/>	%:	<input type="text"/>	*FTE:	<input type="text"/>	Credit Hours:	<input type="text"/>	Work Units:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>	<input type="checkbox"/>	Sponsored Project?
6. Budget #:	<input type="text"/>	Salary:	<input type="text"/>	%:	<input type="text"/>	*FTE:	<input type="text"/>	Credit Hours:	<input type="text"/>	Work Units:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>	<input type="checkbox"/>	Sponsored Project?
7. Budget #:	<input type="text"/>	Salary:	<input type="text"/>	%:	<input type="text"/>	*FTE:	<input type="text"/>	Credit Hours:	<input type="text"/>	Work Units:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>	<input type="checkbox"/>	Sponsored Project?
8. Budget #:	<input type="text"/>	Salary:	<input type="text"/>	%:	<input type="text"/>	*FTE:	<input type="text"/>	Credit Hours:	<input type="text"/>	Work Units:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>	<input type="checkbox"/>	Sponsored Project?
		Total Base Salary:	<input type="text"/>	%:	<input type="text"/>												

*Datatel FTE

Funding Change To:

(Include ALL future budget lines for the AY)

Retroactive (complete journal entry section below)

5. Budget #:	<input type="text"/>	Salary:	<input type="text"/>	%:	<input type="text"/>	*FTE:	<input type="text"/>	Credit Hours:	<input type="text"/>	Work Units:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>	<input type="checkbox"/>	Sponsored Project?
6. Budget #:	<input type="text"/>	Salary:	<input type="text"/>	%:	<input type="text"/>	*FTE:	<input type="text"/>	Credit Hours:	<input type="text"/>	Work Units:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>	<input type="checkbox"/>	Sponsored Project?
7. Budget #:	<input type="text"/>	Salary:	<input type="text"/>	%:	<input type="text"/>	*FTE:	<input type="text"/>	Credit Hours:	<input type="text"/>	Work Units:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>	<input type="checkbox"/>	Sponsored Project?
8. Budget #:	<input type="text"/>	Salary:	<input type="text"/>	%:	<input type="text"/>	*FTE:	<input type="text"/>	Credit Hours:	<input type="text"/>	Work Units:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>	<input type="checkbox"/>	Sponsored Project?
		Total Base Salary:	<input type="text"/>	%:	<input type="text"/>												

*Datatel FTE

Journal Entry:

Debit (funding change to) (for retroactive adjustments):

1. Budget #:	<input type="text"/>	Salary Amount:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
2. Budget #:	<input type="text"/>	Salary Amount:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
3. Budget #:	<input type="text"/>	Salary Amount:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
4. Budget #:	<input type="text"/>	Salary Amount:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>

Credit (current funding):

1. Budget #:	<input type="text"/>	Salary Amount:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
2. Budget #:	<input type="text"/>	Salary Amount:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
3. Budget #:	<input type="text"/>	Salary Amount:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
4. Budget #:	<input type="text"/>	Salary Amount:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>

Form Prepared by: Date: email address phone:

Faculty Payroll Action Form Instructions

The Faculty Payroll Action Form (FPAF) shall be completed for all changes, corrections, or modifications to funding assignments, and shall reflect those that are retroactive, present and future. FPAFs shall be completed and submitted electronically to the Faculty Services Office with all authorizing signatures by the 10th of the month. Questions regarding this form may be directed to the Faculty Services Office.

Completing the Form: The FPAF is a fill-in PDF form. Adobe Pro is required to enable the best performance of this form. It should be completed electronically and should be routed and submitted with authorizing signatures electronically. Handwritten and incomplete forms will be returned to the preparer in the interests of the best practice for accurate and secure transmission of data between offices.

Employee Information:

Last and First Names, Title SU ID #, and home school/college and department/administrative program are required. Pull down lists are provided for the school/college and the department/administrative program. If the appropriate department/administrative program is not listed in the pull down menu, this field will allow a typed name in the field.

Secondary School/College or Department/Administrative Program: Employees who are split funded between two departments or schools/colleges shall be so indicated on the form using the drop down menu provided. The secondary school/college would be that with the lower percentage of salary assigned.

Current Funding:

List all current funding information, including funding already assigned to future dates **and** for funds not affected by the change. This information will provide a complete and accurate view of the current funding situation for an employee and ensure accuracy in the process. If an employee's current funding will use more than four lines, continue to page two for a total of eight lines. If more than eight lines are required, please use multiple forms. Note that dates from payroll use the first and last day of the month, not actuals.

Budget #:	provide 13 digit fund/org/account #	Start Date:	The current start date of the funding - <i>use drop down calendar to select date</i>
Salary:	salary apportioned to this budget #	End Date:	The current end date of the funding - <i>use drop down calendar to select date</i>
%:	percentage of the base salary assigned to budget #	Sponsored Project:	check box if the funding source is a sponsored project.
FTE:	Do Not Fill in - Faculty Services will complete	Total Base Salary:	Provide the total base salary for faculty with sponsored projects ONLY
Credit Hours:	assigned credit hours for this funding source	Total %:	Provide total % for faculty with sponsored projects ONLY
Work Units:	assigned work units for this funding source		

Funding Change to: List all continuing and future funding information, matching the current funding line numbers with the funding change line #s. Check Retroactive if a funding changes affects a pay period prior to the last pay date, but before the 10th of the month.

Budget #:	provide 13 digit fund/org/account #	Start Date:	for existing lines, use same start date - <i>use drop down calendar to select date</i> <i>For new lines - use new start date - start date must be the 1st of the month</i>
Salary:	salary apportioned to this budget #	End Date:	for existing lines - change the end date as applicable <i>For new lines - use new end date - end date must be last day of the month</i>
%	percentage of the base salary assigned to budget #	Sponsored Project:	check box if the funding sources is a sponsored project
FTE:	do Not fill in - Faculty Services will complete	Total Base Salary:	Provide the total base salary for faculty with sponsored projects ONLY
Credit Hours:	assigned credit hours for this funding source	Total %:	Provide total % for faculty with sponsored projects ONLY
Work Units:	assigned work units for this funding source		

Retroactive Funding Changes: For retroactive changes, this section should reflect what the funding **should** have looked like, with appropriate start/end dates that coincide with the payroll period dates required (i.e. 1st of the month/last day of the month). The Journal Entry section will reflect the actual dates of the transfer.

Reason for Funding Change: Provide the specific reason for the funding change, including reasons of retroactivity. Line #s for each of the changed records should be listed to ensure clear understanding of where the funding changes appear. This may be as simple as noting "Line 1, 2 & 4" as an example.

Faculty Payroll Action Form Instructions*Continued*

Signature Authorization: Signatures must be obtained in the sequence noted on the form: 1) Home School/College Budget Manager/Sr. Administrator; 2) Secondary School/College Budget Manager/Sr. Administrator (if applicable); 3) Office of Sponsored Services and Sponsored Projects (required if employee has any sponsored project funding - even if the sponsored project funding is not affected by change); 4) Faculty Services and 5) Payroll.

Forms should be routed electronically for digital signature. If absolutely necessary, pen and ink signatures may be obtained and the form mailed.

Journal Entry (Debit/Credit): Any funding change that is retroactive to the current pay date must include journal entry debit/credit information. The current/funding change information on page 1&2 should reflect what the correct funding information and effective dates should have been. Journal entries should also be completed along with any late submitted/paid LOA requiring transfer back to the previous fiscal year (notes on the LOA will not be accepted and will not trigger the action)

Debit (funding change to)

Budget #: provide 13 digit fund/org/account #
 Salary Amount: \$ amount to be debited on this budget #
 Start Date: Actual start date of the time period debit applies to
 End Date: Actual end date of the time period debit applies to

Credit (current funding)

Budget #: provide 13 digit fund/org/account #
 Salary Amount: \$ amount to be credited to this budget #
 Start Date: Actual start date of the time period credit applies to
 End Date: Actual end date of the time period credit applies to

Tips for Use of Adobe Pro Fill-in Forms

Adobe Pro: Adobe Pro is the program recommended for best practice use with this form to allow users to SAVE completed form for future reference. Other Adobe readers will allow the user to complete the form and print, but will not save the completed form or allow best use of digital signatures.

Date Fields: Tab to field, click down arrow to reveal pull-down calendar. Use the mouse to select a date, or use arrow keys to move cursor to desired date.

Digital Signatures: Clicking into a signature box will lead users through creation of a digital signature for use on any PDF fill-in form. Digital signatures may be take the form of a print-type name attached to a security coded time stamp or may permit a scanned copy of your "real" signature to appear in the box, along with a security coded time stamp.

Drop Down Boxe: To clear a drop down box, place cursor in field and then backspace to delete entry.

Emailing the form: Completed forms may be emailed only after saving with ADOBE PRO.

Green Field: Fields colored green should not be completed by the preparer.

Green Text: Fields with green text should not be completed by the preparer.

Navigating the Form: Upon completion of a specific field, users may press the "tab" button to continue to the next field, or select a field with the mouse.

Pull Down Menus: Tab to pull-down field. Click down arrow to reveal first option on pull down menu. Arrow down to desired selection as highlighted. Press tab to go to next field. Users may also use the mouse to click on drop down menus to scroll through options. Typing the first letter of the desired selection will not take users to that selection.

Purple Field: Designates a Sponsored Project required field. If a faculty member has sponsored project funding, the appropriate check boxes, fields and signatures must be obtained.

Purple Text: Designates a Sponsored Project required field. If a faculty member has sponsored project funding, the appropriate check boxes and signatures must be obtained.

Save (the Form): Completed Faculty Payroll Action Forms can only be saved with data intact using ADOBE PRO. Other Adobe programs do not allow end users to SAVE forms. DIGITAL SIGNATURES have an underlying requirement of saving the data to the completed form.

Zoom: If text is too small to see, click the + button on the menu bar at the top, or type in the % of view desired.