

# E-PAF



# USERS GUIDE

FOR PAF INQUIRIES AND PROBLEMS CALL:  
YOUR HUMAN RESOURCE ADMINISTRATOR  
(SEE WEB-SITE [WWW.RFCUNY.ORG](http://WWW.RFCUNY.ORG) FOR FURTHER  
CONTACT INFORMATION)

Revised August 2014

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# **E-PAF TERMINOLOGY**

## **PAF Additions:**

- create a completely new line (employee);
- create an additional appointment line for an existing employee; or
- Add an existing employee to a new budget cycle.

There are three options of Add PAFS:

- ➡ **“PAF Addition using Hours per Period Method”** allows appointments to be calculated based on scheduled hours. This appointment may be designated with either a Salaried or Hourly pay rate.
- ➡ **“PAF using Total Hours of Appointment”** allows appointments to be calculated based on total number of hours for the appointment date range. For benefits purposes, hours per period will be calculated and rounded to the nearest whole number. This type of appointment may only be designated with an hourly pay rate, and cannot be ‘modified’.
- ➡ **PAF Addition using Total Encumbrance”** allows for appointments to be calculated based on a total dollar encumbrance. For benefits purposes, hours per period will be calculated and rounded to the nearest whole number. This type of appointment may only be designated with an hourly pay rate, and cannot be ‘modified’.

**PAF Modifications:** PAF modifications are necessary to change personnel and/or financial information on an existing PAF appointment line for unpaid pay periods. Retroactive modifications to a PAF require a [paper form](#) submission to the Human Resources Department.

When extending the encumbrance end date, the user will be asked to confirm an encumbrance increase. End date extensions without an accompanying encumbrance change serve only to allow entry for timesheets so that remaining funds can be exhausted.

Depending upon which fields are entered and based upon the entered effective date of change, the system will recalculate the PAF encumbrances (Salary, Fringe, and MTA tax).

**PAF Terminations:** To shorten or close out an existing appointment line:

Options include:

- ➡ **“Terminate PAF Remaining Encumbrance”** which you would use if there is a need to zero out all remaining funds; or
- ➡ **“Terminate as of a Date”** which you would use to end an encumbered appointment prior to the natural end date, and disencumber monies no longer needed beyond that new end date, as with an employee resignation.

**PAF Renewals:** When a project is renewed into a new project year, any/all of the former employees (of the last 3 years) of that project can be reappointed to the new project’s cycle. This is the only time that the ‘renewal’ feature should be used. Renewals allow for appointments using the ‘Hours per Period’ method and can be created with either a Salaried or Hourly pay rate.

## How to Access the e-PAF System:

- Go to the Research Foundation Web site, [www.rfcuny.org](http://www.rfcuny.org) , and sign in as a Principal Investigator, Assistant, or Grants Officer using your Web access 3 digit I.D. and password.
- Look at the top of the page and Click the tab entitled: “E-Services”.
- Scroll down the list of RF E-Services to Personnel Action Form and click to select it. That will bring you to the e-PAF cover page.

**Note:** If you do not have an ID and password, or for questions regarding User ID and Log on matters, please contact the Web Access Security Team at [weblogonid@rfcuny.org](mailto:weblogonid@rfcuny.org) or 212-417-8415. First time users will be prompted to fill out a personal profile, which includes an email address (a business email address is preferred). Profile completion is necessary in order to gain access to the system.

The screenshot displays the RFCUNY website interface. At the top, the header includes the site logo, the title "Kuali Training Environment", and navigation links for Sitemap, Contact Us, Search, and Logout. The date "Friday, July 04, 2014" and the user name "CAPTAIN AMERICA" with an "Edit Profile" link are also visible. A main navigation bar contains links for Home, About RF, E-Services, FAQs, Guides & Forms, News & Announcements, Policies & Procedures, Research & Awards, and Staff Directory. Below this, a banner reads "WELCOME CAPTAIN AMERICA". On the left, a "My E-Services" sidebar lists various services, with "PAF" (Personnel Action Form) highlighted by a red box. Other services include Time and Leave, Web Reports, PAF Calculator, and Employee Wage Title Designator. The main content area features a "Chancellor Goldstein's Farewell" article with a photograph of three men holding a framed picture. To the right, an "Employee Links" sidebar provides links to Employee Assistance Program - EAP, Federal and State Labor Law Notices, and Professional Development Opportunities. At the bottom right, there is a logo for the American Recovery & Reinvestment Act.

Once you have completed the user profile, you are ready to process an e-PAF

## The E-PAF Cover Page

The screenshot shows the E-PAF (Electronic Personnel Action Form) cover page. At the top left is the Research Foundation of CUNY logo. To its right, the text 'Personnel Services' and 'Personnel Action Form' is displayed. On the top right, it says 'Signed in as CAPTAIN AMERICA | Log out' and 'RF Homepage | Help'. Below the header, there are two tabs: 'Create' and 'Pending'. The main content area has a light blue background. In the center, there are two large icons: a document with a green plus sign labeled 'Create' and a yellow folder icon labeled 'Pending'. To the right of these icons is a small calculator icon. Below the icons, there is a section titled 'Notices' with a light purple background, containing the text 'No notices available at this time.'

To begin, the user is asked to select whether s/he would like to:

**Create a New Entry**

**OR**

**Access Pending PAF Submissions**

The user makes his or her choice by clicking on the corresponding icon in the middle of the screen or the corresponding tab at the top of the screen.

## Create a New PAF Entry

The screenshot shows the 'Create' tab selected in the Personnel Action Form. The header includes the Research Foundation of CUNY logo, 'Personnel Services', and 'Personnel Action Form'. The user is signed in as 'CAPTAIN AMERICA' with links for 'Log out' and 'RF Homepage | Help'. The 'Create' button is active, while 'Pending' is disabled. The 'Select Project' section contains a search bar, 'Select' and 'Clear Selection' buttons, and a table of project options.

Project Name	Select Option
99999-00 01 (RF Training Account)	<a href="#">Addition</a> <a href="#">Renewal</a> <a href="#">Modification</a> <a href="#">Termination</a>

Navigation links: [First](#) [Previous](#) 1 [Next](#) [Last](#)

The first step in creating a new PAF entry is to select a Project (For the user's convenience, the projects appear with their account numbers and associated titles). The second step is to select an entry option, e.g. Addition. Furthermore, clicking on the symbol will display the project's financial information including pending and available balances.

This screenshot shows the same 'Create' tab interface, but with a popup window displaying financial data for project 99999-00 01. The popup has a red close button in the top right corner.

**Project Fund Availability #99999-00 01**

- Available: \$301,751.63
- Pending OTPS: \$0.00
- Pending PAFs: \$0.00
- Net Available: \$301,751.63

[Project Budget and Expense Report](#)

Clicking the link [Project Budget and Expense Report](#) will display more detailed information regarding the project's financials.

researchfoundation.cuny | Personnel Services  
Personnel Action Form

Signed in as **CAPTAIN AMERICA** | Log out  
RF Homepage | Help

Create Pending

Select Project

Project:  Select Clear Selection

Project Name	Select Option
99999-00 01 (RF Training Account)	<div>Addition Renewal Modification Termination</div>

First Previous 1 Next Last

The choices for PAF entry options are:

**Addition**

**Renewal**

**Modification**

**Termination**

The user must click on an option to proceed with the entry.

researchfoundation.cuny | Personnel Services  
Personnel Action Form

Signed in as **CAPTAIN AMERICA** | Log out  
RF Homepage | Help

Create Pending

Select Project

Project:  Select Clear Selection

Project Name	Select Option
99999-00 01 (RF Training Account)	<div>Addition Renewal Modification Termination</div>

First Previous 1 Next Last

If the user has access to many projects, s/he may type in the first few digits of the desired project. A short list will appear from which the user can select one.

## PAF Entry Option “Addition”

### Adding Employees to an Existing Project

Selecting the ‘Addition’ option will bring up the PAF Addition options page.

researchfoundation.cuny | Personnel Services  
Personnel Action Form

Signed in as CAPTAIN AMERICA as PI | Log out  
RF Homepage | Help

Create Pending

PAF Addition

Project Information

99999-00 01 | RF Training Account \$ NON-ARRA

Select Employee

Employee Name

Please validate that the correct employee has been selected by matching the last 4 digits of the employee's social security number.

Employees with a break in service of 120 days or more require Rehire documentation. Please contact your Client Services Personnel Coordinator for more information.

Create PAF Type using:

☒ Using Hours Per Period  
☐ Using Total Hours  
☐ Using Total Encumbrance

Next Select another project Cancel

Clicking on the symbol will display the project's financial information including pending and available balances.

Clicking the symbol will display PI contact information.

Clicking the symbol or (for ARRA Grants, the button will display ARRA) will display information regarding whether the grant has special requirements that are related to the American Recovery and Reinvestment Act (ARRA).

Clicking the symbol will expand the section to display the projects college affiliation and budget start and end dates. Click to collapse the section.

Clicking the symbol will display a link to this guide and contact information for further assistance with the E-PAF and E-Timesheet systems.



To proceed, the user must enter at least the first few characters of the employee's Last Name in the entry field.

researchfoundationcumy Personnel Services  
Personnel Action Form

Signed in as CAPTAIN AMERICA as PI | Log out  
RF Homepage | Help

Create Pending

PAF Addition

Project Information

99999-00 01 | RF Training Account NON-ARRA

Select Employee

Employee Name

Du

Duck, Daisy - 4564 | 000392

Duck, Donald - 9599 | 000202

Create PAF Type using:

☒ Using Hours Per Period

☐ Using Total Hours

☐ Using Total Encumbrance

Next Select another project Cancel

After a few characters are entered, a list of RF employees that match the entered search criteria will be displayed. Included with the employee's last name are the last 4 digits of the employee's social security # and Employee ID# \*\*

The user scrolls to highlight the desired name and clicks to select a specific employee.

**NOTE:** In order to assure that you are hiring the correct person, before clicking the word "NEXT", please verify by comparing the name you chose from the drop-down menu with the Employee ID#, and last 4 digits of the Social Security number that appear after the name, with the ones that your new employee has presented to you. Then Click "NEXT".

Create Pending

PAF Addition

Project Information

99999-00 01 | RF Training Account NON-ARRA

Select Employee

Employee Name: Duck, Donald - 9599 | 000202

Please validate that the correct employee has been selected by matching the last 4 digits of the employee's social security number.

Employees with a break in service of 120 days or more require Rehire documentation. Please contact your Client Services Personnel Coordinator for more information.

Create PAF Type using:

☒ Using Hours Per Period

☐ Using Total Hours

☐ Using Total Encumbrance

Next Select another project Cancel

Once an employee is selected, the user chooses one of three PAF Addition alternative methods to create a new appointment line and clicks '**Next**'.

- ➡ **PAF Addition using Hours per Period Method** – This method allows appointments to be calculated based on regular, ongoing employment with the RF, where the number of hours worked every pay period rarely fluctuates beyond a few hours up or down. This appointment may be designated with either a Salaried or Hourly pay rate and may be used for FLSA classified Exempt and Non-Exempt employees. Employees encumbered with an Hourly pay method will be designated Non-Exempt, making the employee eligible for overtime.
- ➡ **PAF Addition using Total Hours (for the appointment)** – This method allows appointments to be calculated based on total number of hours for the appointment date range. For benefits purposes, hours per period will be calculated and rounded to the nearest whole number. This type of appointment may only be designated with an hourly pay rate. Employees encumbered with an hourly pay method will be designated Non-Exempt, making the employee eligible for overtime.
- ➡ **PAF Addition using Total Encumbrance (for the appointment)** – This method allows for appointments to be calculated based on a total dollar encumbrance. For benefits purposes, hours per period will be calculated and rounded to the nearest whole number. This type of appointment may only be designated with an hourly pay rate. Employees encumbered with an Hourly pay method will be designated Non-Exempt, making the employee eligible for overtime.

**Note: For active RF employees, the Addition Module will not accept consecutive appointments on the same project (PRSY) and the same account (salary expense code). Use the Modification module to make any changes needed to an existing employee's appointment whose job responsibilities and position are not changing.**

## **COMPLIANCE**

The Research Foundation's E-Systems are designed to keep us all in compliance with Federal, State and City laws and regulations. The information you input must also conform to those laws, and will if you are diligent in following all of our guidelines and the requirements as set forth in: the Federal DOL, Fair Labor Standards Act; and the NYS DOL laws under the NYS Wage and Hour division,

including all laws and regulations regarding pay rates and pay methods. We have done the homework for you, but if you wish to read any or all of those laws, they are attached here as [Appendix A](#).

## Using the Hours per Period Method

**Selecting the Hours per Period method of PAF Additions will lead you to the following PAF Addition Screen. This method calculates an appointment encumbrance based upon the dates of appointment, pay rate, and hours per period.**

PAF

Scheduled Hours

Salary Expense: 5414 (Tutors)
Recovery Code:
RF Position Title: MIS/IT Aide - 4600F1
Position Type: Regular
Job Position Reasons: New Hire
FLSA Class: Non Exempt
Is Covered Employee?
Supervisory Status: Non-Supervisory
Immediate Supervisor: Tom Jones
Student Status: Non-Student
Work Location: BM - BOROUGH OF MANHATTAN C. C.
Location Effective Date: 7/1/2014
Department: OFFICE OF ACADEMIC AFFAIRS
CUNY Tax levy: Yes No
Comments:
Start Date: 7/1/2014
Encumbrance End Date: 12/31/2014
Appointment End Date: 12/31/2014
Number of Pay Periods: 0.00
Salary or Hourly: Salary Hourly
Hourly Pay Rate: 15
Hours per Pay Period: 38
Total Hours: 0
Fringe Benefit Status:
Salary Encumbrance: 0.00
Fringe Benefit Amount: \$0.00
MTA Tax: 0

Set the scheduled hours

**The mandatory fields for input are:**

**Salary Expense:** Select from the drop down menu the Salary Expense Code that corresponds to your personnel budget for the employee's title. *Note:* The menu lists every budget expense code at RF CUNY, not just the ones assigned to a specific project.

**Recovery Code:** This field is exclusively for use with project numbers beginning with a '9'. This code represents the category to which these funds are chargeable. Select the appropriate code from the drop down box. (See [Appendix B](#) for a list and explanation of available Recovery codes.)

**RF Position Title:** From the list of available RF Job classification titles, select the appropriate title that corresponds to the employee's actual job functions. (A link to the detailed job description of that title is provided by clicking on the words "RF Position Title".) Type the first letter of the title to get to that area of the alpha list.

**Position Type:** Select from the drop down menu the position type that corresponds to the employee. Three options are available: 'Regular', 'Temporary', and 'on Call'. See details below,

**Regular:** Regular employees have a predefined work schedule and a predefined appointment period (usually more than 90 days). Employees in regular positions may or may not be eligible for annual leave.

**Temporary:** Temporary employees are employed on a full-time or part-time basis for one job only or for a set duration of no more than 19 weeks in any 12-month period, have no substantial expectancy of continued employment, and have been notified of this fact.

**On Call:** On Call employees are employed on a part-time basis (no more than 38 hours per pay period) and work sporadically, with no established pattern of regular continuing employment. They do not have a fixed schedule, are not required to be at or near the work site, can refuse an assignment when offered and are only paid for hours actually worked.

Placing the cursor over the  symbol will display a description of the Temporary and On-Call position types.

**NOTE:** The E-PAF system will default all employees to a 'Regular' status, to classify an employee the user must select the correct designation from the drop-down menu.

**Job Position Reason:** Select a reason if the employee's position is changing. Select 'No Change' if it is not. **A new Job Duties and Qualifications form must be submitted to the Human Resources Department for all employees whose Position title has changed or have been rehired after a 120 day break in service.**

**FLSA Class:** This field will self-populate as a result of the Position title chosen. FLSA classifications assigned to positions are used along with other factors to determine whether an employee is eligible for overtime. (See Appendix A for a more detailed explanation of FLSA requirements)

**Employee Status:** Select the supervisory status of the employee. The status should correspond to the employee's job description and payroll title selected for this appointment as posted in the PVN as well as actual supervisory responsibilities.

**Immediate Supervisor:** Type in the full name of the employee's immediate supervisor.

**Student Status:** Select the student status of the employee from the drop down menu.

**Work Location:** Select the campus location associated with the employee's actual work location (where the employee will be physically located for this appointment). If the employee will be located at an off-campus location, select the grant holder campus.

**Location Effective Date:** Select or enter a date if the employee has changed work locations. Otherwise, no entry is needed and a default date will populate the field.

**Is the Employee CUNY Faculty?:** Select Yes or No to indicate whether the employee will also be paid through Tax Levy/CUNY payroll.

**Comments:** Use this field to further clarify this appointment such as to include an actual or functional title as it appears on the project's contract, or to discern between 2 different appointments to the same project number, e.g. Mon / Wed appt, Tues / Thurs appt.

**Start Date:** Enter the start date of the new appointment. *Note: Concurrent appointments for the same employee for the same project, salary expense code, and payroll title should not have overlapping dates. To avoid overlaps, changes to existing e-PAFs can be done through the Modification option. End dates of prior lines can be shortened through the Termination module.*

**Encumbrance End Date:** The last date through which the monetary amount being committed applies.

**Appointment End Date:** The anticipated duration of employment, which could or could not be to the end of the budget period for this project.

**Salary or Hourly:** Select the pay method for this appointment. **Exempt** Part time employees must be paid a biweekly salary.

**Note:** *Employees encumbered with an hourly pay method will be designated with the FLSA class 'Non-Exempt', making the employee eligible for overtime.*

**Pay Rate:** Enter the salary or hourly wage rate for this new appointment.

- *In NY State, Exempt FLSA classifications require a minimum total weekly salary of \$543.75 or \$1087.50 per bi-weekly pay period.*
- *For Employees rehired after a 120 day break in service, the amount entered must match the new appointment Wage Acknowledgement Letter signed by and given to the employee upon the start of each new employment.*

**Hours per Pay Period:** Enter the number of hours the employee will likely work in a biweekly pay period. As soon as the hours are entered, a link will appear so that the user can set a work schedule that will be used by the Time and Leave system to determine payroll and annual leave projection. A work schedule is **required** for all employees using the 'Hours per Pay Period' Addition method. The user may also set the schedule by clicking on the tab at the top of the screen. Scheduled hours must be in quarter hour increments.

Enter all appropriate fields, set the employee's schedule and click "Preview"

Project Information		Employee Information	
99999-00 01   RF Training Account <span>NON-ARRA</span>		Duck, Donald - 000202	

PAF Type: Addition - Hours per Period

PAF Scheduled Hours

In order to process this PAF, you must confirm this employee's work schedule. You may change the default hours below to reflect the employee's work schedule.

Hours Per Pay Period on PAF: 0.00

Week 1

Monday:	4
Tuesday:	4
Wednesday:	0
Thursday:	0
Friday:	0
Saturday:	0
Sunday:	0
Total Week 1:	8

Week 2

Monday:	4
Tuesday:	4
Wednesday:	0
Thursday:	0
Friday:	0
Saturday:	0
Sunday:	0
Total Week 2:	8

Preview Cancel

If there are any errors or issues requiring your attention, they will be displayed upon 'Preview' next to the applicable field. Correct the error as noted by the message and click 'Preview' again. (Possible error messages: missing information, pay rates below minimum wage, appointment dates beyond the work authorization of the employee, and Fringe Benefit Rate messages.)

At 'Preview' the PAF financial information is automatically calculated and the following additional information is displayed:

**Fringe Benefit Status:** The employee's fringe benefit status and the % that the grant will be charged will be displayed.


**Salary Encumbrance (encumbrance to be applied):** The monetary encumbrance will be displayed. This is calculated based on the encumbrance end date, pay rate, and hours per period fields.

**Fringe Benefit Amount:** This is the total fringe benefit amount that the grant will be charged based upon the fringe benefit status, % rate, and encumbrance amount.

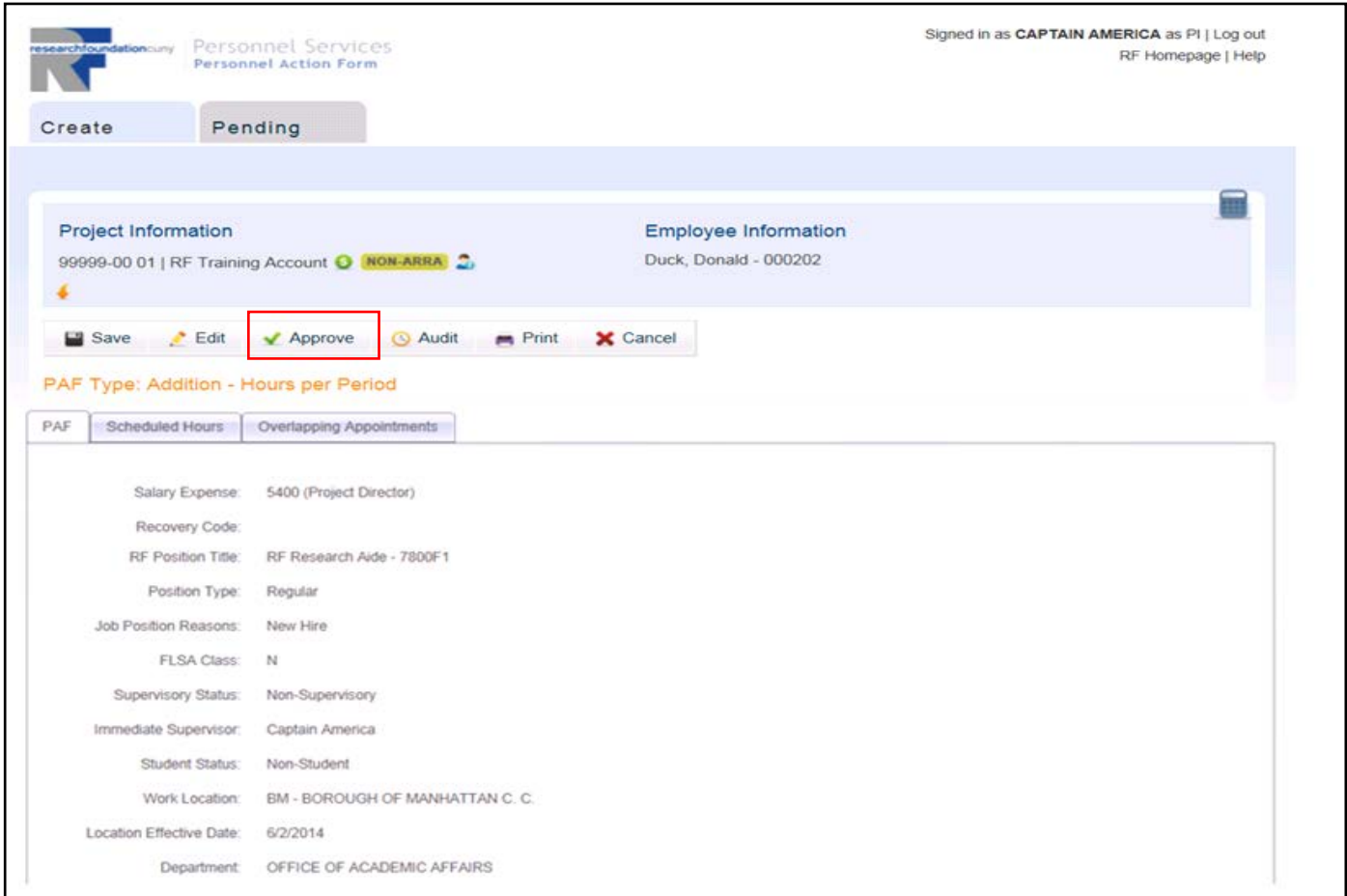
**MTA Tax:** This is the total amount of MTA Tax that the grant will be charged for this appointment. The calculation is based on \$0.34 per \$100 in salary encumbrance.

In addition to calculating the encumbrance amounts, the system also checks the available balance of the project. A message may appear notifying the user regarding the availability of funds. Any questions should be directed towards the Project Administrator at the RF Department of Grants and Contracts.

**It is important that the encumbrance and fringe information be reviewed before proceeding with the PAF process in order to ensure that your grant is charged the fringe rate intended. Please review the [Research Foundation Fringe Rate Policy](#) for a detailed description.**

**Note:** If the fringe benefit rate is affected, such as the employee being concurrently on another project, a warning message will be displayed, alerting you that 'Other Grant(s) Fringe Benefit Rate(s) will be affected by this PAF'. Hours per period from separate PAFs *will* add together to determine the fringe rate of both lines for the overlapping period. Because the prior appointment was originally accepted under a lower rate, an email will be sent to the PI and PA of the affected projects, when the new PAF is Approved/Submitted. Click on the tab "Overlapping Appointments" at the top of the page for a list of the other appointments, the respective project numbers, and click on the symbol  for the PI's name(s) and contact information.

In order to proceed after reviewing the information, click 'Approve' at the top of the page.



A dialogue box will appear verifying that the schedule was checked. Check the box and Click 'OK'.





**The Principal Investigator of the account or an assigned designee will receive an e-mail confirming the submission.**

**Click 'Edit' to change the information.**

**Click 'Print' to bring up Printer Friendly version.**

**Click 'Cancel' or Click on the 'Create' tab at the top of the screen to clear the PAF and start over with another employee,**

**Click 'Save' to save the entries for later approval and submission.**

## The Total Hours of Appointment Method

Selecting the 'Total Hours of Appointment' method of PAF Additions will lead you to the PAF Addition Screen below. This method calculates the appointment encumbrance based upon a total amount of hours that the employee will work on the project for the appointment dates entered. For benefits status determination, a bi-weekly 'hours per period' figure will be calculated and rounded to the nearest whole number.

**Note:** This type of PAF Addition CANNOT be modified. For appointments that will need to be extended or increased, use the 'Hours per Period' method. To re-encumber this type of PAF, the user must create a new appointment using one of the three PAF Addition methods.

The screenshot displays the 'PAF Addition' screen with the 'Scheduled Hours' tab selected. The form contains the following fields and values:

- Salary Expense: 5414 (Tutors)
- Recovery Code: (empty)
- RF Position Title: MIS/IT Aide - 4600F1
- Position Type: Regular
- Job Position Reasons: New Hire
- FLSA Class: Non Exempt
- Is Covered Employee?: ☐
- Supervisory Status: Non-Supervisory
- Immediate Supervisor: Tom Jones
- Student Status: Non-Student
- Work Location: BM - BOROUGH OF MANHATTAN C. C.
- Location Effective Date: 7/1/2014
- Department: OFFICE OF ACADEMIC AFFAIRS
- CUNY Tax levy: ☐ Yes ☒ No
- Comments: (empty text area)
- Start Date: 7/1/2014
- Encumbrance End Date: 12/31/2014
- Appointment End Date: 12/31/2014
- Number of Pay Periods: 0.00
- Salary or Hourly: ☐ Salary ☒ Hourly
- Hourly Pay Rate: 15
- Hours per Pay Period: 38 (with a tooltip 'Set the scheduled hours')
- Total Hours: 0
- Fringe Benefit Status: (empty)
- Salary Encumbrance: 0.00
- Fringe Benefit Amount: \$0.00
- MTA Tax: 0

### The mandatory fields for input are:

**Salary Expense:** Select from the drop down menu the Salary Expense Code that corresponds to your personnel budget for the employee's title. **Note:** The menu lists every budget expense code at RF CUNY, not just the ones assigned to a specific project.

**Recovery Code:** This field is exclusively for use with project numbers beginning with a '9'. This code represents the category to which these funds are chargeable. Select the appropriate code from the drop down box. (See [Appendix B](#) for a list and explanation of available Recovery codes.)

**RF Position Title:** From the list of available RF Job classification titles, select the appropriate title that corresponds to the employee's actual job functions. (A link to the detailed job description of that title is provided by clicking on the words "RF Position Title".) Type the first letter of the title to get to that area of the alpha list.

**Position Type:** Select from the drop down menu the position type that corresponds to the

employee. Three options are available: 'Regular', 'Temporary', and 'on Call'. See details below,

**Regular:** Regular employees have a predefined work schedule and a predefined appointment period (usually more than 90 days). Employees in regular positions may or may not be eligible for annual leave.

**Temporary:** Temporary employees are employed on a full-time or part-time basis for one job only or for a set duration of no more than 19 weeks in any 12-month period, have no substantial expectancy of continued employment, and have been notified of this fact.

**On Call:** On Call employees are employed on a part-time basis (no more than 38 hours per pay period) and work sporadically, with no established pattern of regular continuing employment. They do not have a fixed schedule, are not required to be at or near the work site, can refuse an assignment when offered and are only paid for hours actually worked.

Placing the cursor over the  symbol will display a description of the Temporary and On-Call position types.

**NOTE:** The E-PAF system will default all employees to a 'Regular' status, to classify an employee the user must select the correct designation from the drop-down menu.

**Job Position Reason:** Select a reason if the employee's position is changing. Select 'No Change' if it is not. **A new Job Duties and Qualifications form must be submitted to the Human Resources Department for all employees whose Position title has changed or have been rehired after a 120 day break in service.**

**FLSA Class:** This field will self-populate as a result of the Position title chosen. FLSA classifications assigned to positions are used along with other factors to determine whether an employee is eligible for overtime. (See [Appendix A](#) for a more detailed explanation of FLSA requirements)

**Employee Status:** Select the supervisory status of the employee. The status should correspond to the employee's job description and payroll title selected for this appointment as posted in the PVN as well as actual supervisory responsibilities.

**Immediate Supervisor:** Type in the full name of the employee's immediate supervisor. **Student Status:** Select the student status of the employee from the drop down menu.

**Work Location:** Select the campus location associated with the employee's actual work location (where the employee will be physically located for this appointment). If the employee will be located at an off-campus location, select the grant holder campus.

**Location Effective Date:** Select or enter a date if the employee has changed work locations. Otherwise, no entry is needed and a default date will populate the field.

**Is the Employee CUNY Faculty?:** Select Yes or No to indicate whether the employee will also be paid through Tax Levy/CUNY payroll.

**Comments:** Use this field to further clarify this appointment such as to include an actual or functional title as it appears on the project's contract, or to discern between 2 different appointments to the same project number, e.g. Mon / Wed appt, Tues / Thurs appt.

**Start Date:** Enter the start date of the new appointment. *Note: Concurrent appointments for the same employee for the same project, salary expense code, and payroll title should not have overlapping dates. To avoid overlaps, changes to existing PAFs can be done through the*

**Modification option.** End dates of prior lines can be shortened through the Termination module.

**Encumbrance End Date:** The last date through which the monetary amount being committed applies.

**Appointment End Date:** The anticipated duration of employment, which could or could not be to the end of the budget period for this project.

**Salary or Hourly:** This type of Addition method requires an Hourly pay method. In order to apply a Salary pay method, the user should use the 'Hours Per Period' Addition alternative.

**Note:** *Employees encumbered with an hourly pay method will be designated with the FLSA class 'Non-Exempt', making the employee eligible for overtime.*

**Pay Rate:** Enter the salary or hourly wage rate for this new appointment.

- *In NY State, Exempt FLSA classifications require a minimum total weekly salary of \$543.75 or \$1087.50 per bi-weekly pay period.*
- *For Employees rehired after a 120 day break in service, the amount entered must match the new appointment Wage Acknowledgement Letter signed by and given to the employee upon the start of the new employment.*

**Total Hours:** Enter the total number of hours the employee will likely work for the entire appointment.

Enter all appropriate fields and click 'Preview'. For benefits status determination, a bi-weekly 'hours per period' figure will be calculated and rounded to the nearest whole number. A work schedule for the 'Total Hours of Appointment' Addition method is *optional*. The work schedule is used by the timesheet system to determine payroll and annual leave projections. To set the work schedule, click on the tab at the top of the screen. Scheduled hours must be in quarter hour increments.

If there are any errors or issues requiring your attention, they will be displayed at 'Preview', next to the applicable field. Correct the error as noted by the message and click 'Preview' again, (Possible error messages: missing information, pay rates below minimum wage, appointment dates beyond the work authorization of the employee, and Fringe Benefit Rate messages.)

At 'Preview' the PAF financial information is automatically calculated and the following additional information is displayed:

**Hours Per Period:** A rounded figure will be displayed in this field in order for the user to determine benefits eligibility and fringe rates. This is based upon the range of dates and the total hours previously entered.

**Fringe Benefit Status:** The employee's fringe benefit status and the % that the grant will be charged will be displayed.

**Salary Encumbrance (encumbrance to be applied):** The monetary encumbrance will be displayed. This is calculated based on the encumbrance end date, pay rate, and total hours previously entered.


**Fringe Benefit Amount:** This is the total fringe benefit amount that the grant will be charged based upon the fringe benefit status, % rate, and encumbrance amount.

**MTA Tax:** This is the total amount of MTA Tax that the grant will be charged for this appointment. The calculation is based on \$0.34 per \$100 in salary encumbrance.

In addition to calculating the encumbrance amounts, the system also checks the available balance of the project. A message may appear notifying the user of the availability of funds. Any questions regarding such availability should be directed towards the project Administrator at the RF Department of Grants and Contracts.

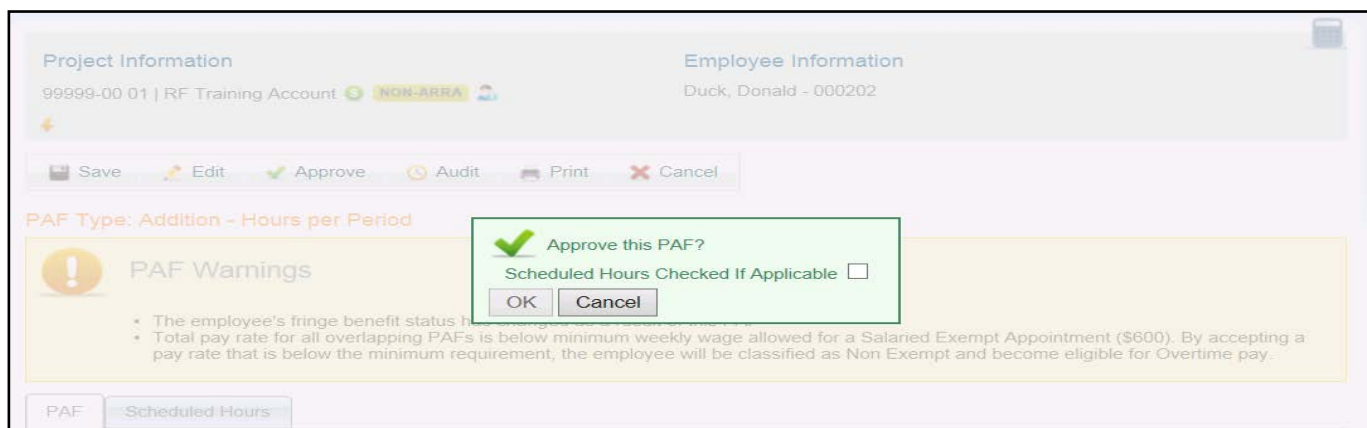
**It is important that the encumbrance and fringe information be reviewed before proceeding with the**



**PAF process in order to ensure that your grant is charged the fringe rate intended. Please review the [Research Foundation Fringe Rate Policy](#) for a detailed description.**

**Note:** If the fringe benefit rate is affected, such as by the employee being concurrently on another project, a warning message will be displayed, alerting you that 'Other Grant(s) Fringe Benefit Rate(s) will be affected by this PAF'. Hours per period from separate PAFs *will* add together to determine the fringe rate of both lines for the overlapping period. Because the prior appointment was originally accepted under a lower rate, an email will be sent to the PI and PA of the affected projects when the new PAF is Approved/Submitted. Click on the tab "Overlapping Appointments" at the top of the page for a list of the other appointments, the respective project numbers, and click on the symbol  for the PI's name(s) and contact information. In order to proceed after reviewing the information, click 'Approve' at the top of the page.

***A dialogue box will appear verifying that the schedule was checked. Check the box and Click 'OK'.***

***The Principal Investigator of the account or an assigned designee will receive an e-mail confirming the submission.***




Project Information  
99999-00 01 | RF Training Account  NON-ARRA 

Employee Information  
Duck, Donald - 000202

Save Edit Approve Audit Print Cancel

PAF Type: Addition - Hours per Period

 PAF Warnings

- The employee's fringe benefit status has been affected by this PAF
- Total pay rate for all overlapping PAFs is below minimum weekly wage allowed for a Salaried Exempt Appointment (\$600). By accepting a pay rate that is below the minimum requirement, the employee will be classified as Non Exempt and become eligible for Overtime pay.

PAF Scheduled Hours

Approve this PAF?  
Scheduled Hours Checked If Applicable ☐  
OK Cancel

***Click 'Edit' to change the information.***

***Click 'Print' to bring up Printer Friendly version.***

***Click 'Cancel' or Click on the 'Create' tab at the top of the screen to clear the PAF and start over with another employee,***

***Click 'Save' to save the entries for later approval and submission***

## Using the Total Encumbrance Method

Selecting the 'Total Encumbrance' method of PAF Additions will lead you to the following PAF Addition screen. This method calculates the appointment encumbrance based upon a total monetary amount of salary that the employee will be paid for appointment dates entered. For benefits status determination, a bi-weekly 'hours per period' figure will be calculated and rounded to the nearest whole number.

PAF Type: Addition - Hours per Period

PAF | Scheduled Hours

Salary Expense: 5414 (Tutors) ▼

Recovery Code: ▼

RF Position Title: MIS/IT Aide - 4600F1 ▼

Position Type: Regular ▼ ⓘ

Job Position Reasons: New Hire ▼

FLSA Class: Non Exempt

Is Covered Employee? ☐

Supervisory Status: Non-Supervisory ▼

Immediate Supervisor: Tom Jones

Student Status: Non-Student ▼

Work Location: BM - BOROUGH OF MANHATTAN C. C. ▼

Location Effective Date: 7/1/2014

Department: OFFICE OF ACADEMIC AFFAIRS

CUNY Tax levy: ☐ Yes ☒ No

Comments: 

⌵

Start Date: 7/1/2014

Encumbrance End Date: 12/31/2014

Appointment End Date: 12/31/2014

Number of Pay Periods: 0.00

Salary or Hourly: ☐ Salary ☒ Hourly

Hourly Pay Rate: 15

Hours per Pay Period: 38 ⓘ Set the scheduled hours

Total Hours: 0

Fringe Benefit Status:

Salary Encumbrance: 0.00

Fringe Benefit Amount: \$0.00

MTA Tax: 0

**Note:** This type of PAF Addition CANNOT be modified. For appointments that will need to be extended or increased, use the 'Hours per Period' method. To re-encumber this type of PAF, the user must create a new appointment using one of the three PAF Addition methods.

### The mandatory fields for input are:

**Salary Expense:** Select from the drop down menu the Salary Expense Code that corresponds to your personnel budget for the employee's title. **Note:** The menu lists every budget expense code at RF CUNY, not just the ones assigned to a specific project.

**Recovery Code:** This field is exclusively for use with project numbers beginning with a '9'. This

code represents the category to which these funds are chargeable. Select the appropriate code from the drop down box. (See [Appendix B](#) for a list and explanation of available Recovery codes.)

**RF Position Title:** From the list of available RF Job classification titles, select the appropriate title that corresponds to the employee's actual job functions. (A link to the detailed job description of that title is provided by clicking on the words "RF Position Title".) Type the first letter of the title to get to that area of the alpha list.

**Position Type:** Select from the drop down menu the position type that corresponds to the employee. Three options are available: 'Regular', 'Temporary', and 'on Call'. See details below,

**Regular:** Regular employees have a predefined work schedule and a predefined appointment period (usually more than 90 days). Employees in regular positions may or may not be eligible for annual leave.

**Temporary:** Temporary employees are employed on a full-time or part-time basis for one job only or for a set duration of no more than 19 weeks in any 12-month period, have no substantial expectancy of continued employment, and have been notified of this fact.

.

**On Call:** On Call employees are employed on a part-time basis (no more than 38 hours per pay period) and work sporadically, with no established pattern of regular continuing employment. They do not have a fixed schedule, are not required to be at or near the work site, can refuse an assignment when offered and are only paid for hours actually worked.

Placing the cursor over the  symbol will display a description of the Temporary and On-Call position types.

**NOTE:** The E-PAF system will default all employees to a 'Regular' status, to classify an employee the user must select the correct designation from the drop-down menu.

**Job Position Reason:** Select a reason if the employee's position is changing. Select 'No Change' if it is not. **A new Job Duties and Qualifications form must be submitted to the Human Resources Department for all employees whose Position title has changed or have been rehired after a 120 day break in service.**

**FLSA Class:** This field will self populate as a result of the Position title chosen. FLSA classifications assigned to positions are used along with other factors to determine whether an employee is eligible for overtime. (See Appendix A for a more detailed explanation of FLSA requirements)

**Employee Status:** Select the supervisory status of the employee. The status should correspond to the employee's job description and payroll title selected for this appointment as posted in the PVN as well as actual supervisory responsibilities.

**Immediate Supervisor:** Type in the full name of the employee's immediate supervisor.

**Student Status:** Select the student status of the employee from the drop down menu.

**Work Location:** Select the campus location associated with the employee's actual work location (where the employee will be physically located for this appointment). If the employee will be located at an off-campus location, select the grant holder campus.

**Location Effective Date:** Select or enter a date if the employee has changed work locations. Otherwise, no entry is needed and a default date will populate the field.

**Is the Employee CUNY Faculty?:** Select Yes or No to indicate whether the employee will also be paid through Tax Levy/CUNY payroll.

**Comments:** Use this field to further clarify this appointment such as to include an actual or functional title as it appears on the project's contract, or to discern between 2 different appointments to the same project number, e.g. Mon / Wed appt, Tues / Thurs appt.

**Start Date:** Enter the start date of the new appointment. *Note: Concurrent appointments for the same employee for the same project, salary expense code, and payroll title should not have overlapping dates. To avoid overlaps, changes to existing PAFs can be done through the Modification option. End dates of prior lines may be shortened through the Termination module.*

**Encumbrance End Date:** The last date through which the monetary amount being committed applies.

**Appointment End Date:** The anticipated duration of employment, which could or could not be to the end of the budget period for this project.

**Salary or Hourly:** This type of Addition method requires an Hourly pay method. In order to apply a Salary pay method, the user should use the 'Hours Per Period' Addition Alternative.

*Note: Employees encumbered with an hourly pay method will be designated with the FLSA class 'Non-Exempt', making the employee eligible for overtime.*

**Pay Rate:** Enter the salary or hourly wage rate for this new appointment.

- *In NY State, Exempt FLSA classifications require a minimum total weekly salary of \$543.75 or \$1087.50 per bi-weekly pay period.*
- *For Employees rehired after a 120 day break in service, the amount entered must match the new appointment Wage Acknowledgement Letter signed by and given to the employee upon the start of the new employment.*

**Salary Encumbrance:** Enter the total salary amount needed to be encumbered for the employee for work performed over the entire appointment.

Enter all appropriate fields and click 'Preview'. For benefits status determination, a bi-weekly 'hours per period' figure will be calculated and rounded to the nearest whole number. A work schedule for the 'Total Encumbrance' Addition method is *optional*. The work schedule is used by the timesheet system to determine payroll and annual leave projections. To set the work schedule, click on the tab at the top of the screen. Scheduled hours must be in quarter hour increments.

If there are any errors or issues requiring your attention, they will be displayed at 'Preview', next to the applicable field. Correct the error as noted by the message and click 'Preview' again, (Possible error messages: missing information, pay rates below minimum wage, appointment dates beyond the work authorization of the employee, and Fringe Benefit Rate messages.)

At 'Preview' the PAF financial information will be automatically calculated and the following additional information is displayed:

**Hours Per Period:** A rounded figure will be displayed in this field in order to determine



benefits eligibility and fringe rates. This is based upon the range of dates and the total hours previously entered.

**Total Hours:** The total amount of hours encumbered based on the entered pay rate and the total encumbrance

**Fringe Benefit Status:** The employee's fringe benefit status and the % that the grant will be charged will be displayed.

**Salary Encumbrance (encumbrance to be applied):** The monetary encumbrance will be displayed. This is calculated based on the encumbrance end date, pay rate, and total hours previously entered.

**Fringe Benefit Amount:** This is the total fringe benefit amount that the grant will be charged based upon the fringe benefit status, % rate, and encumbrance amount.

**MTA Tax:** This is the total amount of MTA Tax that the grant will be charged for this appointment. The calculation is based on \$0.34 per \$100 in salary encumbrance.

In addition to calculating the encumbrance amounts, the system also checks the available balance of the project. A message may appear notifying the user of the availability of funds. Any questions regarding such availability should be directed towards the project Administrator at the RF Department of Grants and Contracts.

**It is important that the encumbrance and fringe information be reviewed before proceeding with the PAF process in order to ensure that your grant is charged the fringe rate intended. Please review the [Research Foundation Fringe Rate Policy](#) for a detailed description.**

**Note:** If the fringe benefit rate is affected, such as by the employee being concurrently on another project, a warning message will be displayed, alerting you that 'Other Grant(s) Fringe Benefit Rate(s) will be affected by this PAF'. Hours per period from separate PAFs *will* add together to determine

the fringe rate of *both* lines for the overlapping period. Because the prior appointment was originally accepted under a lower rate, an email will be sent to the PI and PA of the affected projects when the new PAF is Approved/Submitted. Click on the tab "Overlapping Appointments" at the top of the page for a list of the other appointments, the respective project numbers, and click on the symbol for the PI's name(s) and contact information.

In order to proceed after reviewing the information, click 'Approve' at the top of the page. A dialogue box will appear verifying that the schedule was checked. Check the box and Click 'OK'.

The Principal Investigator or an assigned designee of the account will receive an e-mail

**confirming the submission.**

**Click 'Edit' to change the information.**

**Click 'Print' to bring up Printer Friendly version.**

**Click 'Cancel' or Click on the 'Create' tab at the top of the screen to clear the PAF and start over with another employee,**

**Click 'Save' to save the entries for later approval and submission.**

## PAF Renewal

When a project continues into a new project budget cycle, any and/or all of the former employees of that project can be reappointed onto the new project number. This is the only time that the 'renewal' feature should be used.

Renewals allow for appointments using the Hours per period method and can be created with either a Salaried or Hourly pay rate.

The screenshot shows the 'Personnel Services Personnel Action Form' interface. At the top, there is a header with the Research Foundation of CUNY logo, the text 'Personnel Services Personnel Action Form', and links for 'RF Homepage | Log out' and 'CAPTAIN AMERICA'. Below the header, there are two tabs: 'Create' (active) and 'Pending'. The main section is titled 'Select Project'. It features a 'Project:' label followed by a text input field, a 'Select' button, and a 'Clear Selection' button. Below this is a table with two columns: 'Project Name' and 'Select Option'. The table lists seven projects, each with a green 'S' icon in the 'Project Name' column. The 'Select Option' column contains four buttons: 'Addition', 'Renewal', 'Modification', and 'Termination'. The 'Renewal' button is highlighted in blue for each row. At the bottom of the table, there are navigation links: 'First', 'Previous', '1', 'Next', and 'Last'.

Project Name	Select Option
55437-00 08 (RESEARCH FOUNDATION TEST PROJECT) S	Addition Renewal Modification Termination
55755-00 01 (RFCUNY TEST PROJECT) S	Addition Renewal Modification Termination
99999-00 01 (RESEARCH FOUNDATION TEST PROJECT) S	Addition Renewal Modification Termination
99999-00 02 (RESEARCH FOUNDATION TEST PROJECT) S	Addition Renewal Modification Termination
99999-00 03 (RESEARCH FOUNDATION TEST PROJECT) S	Addition Renewal Modification Termination
99999-01 01 (RESEARCH FOUNDATION TEST PROJECT) S	Addition Renewal Modification Termination
99999-01 02 (RESEARCH FOUNDATION TEST PROJECT) S	Addition Renewal Modification Termination

First Previous 1 Next Last

**To begin the Renewal process:**

**Choose or type the current project.**

**Choose the PAF option 'Renewal'.**

Selecting the PAF Renewal option will bring up the Project Renewal Selection screen which asks you to enter the project in which to renew the PAFs. Enter the first few digits of the new project number and select the desired project from the list.

**NOTE:** If the new project number is not displayed in the list, contact your Project Administrator (PA) in Grants and Contracts and ask that the project be setup and therefore available for renewal. Once the PA has notified you that the new number is in the system, you can input your data.

researchfoundation.cuny | Personnel Services  
Personnel Action Form

RF Homepage | Log out  
CAPTAIN AMERICA as PI

Create Pending

PAF Renewal

Project Information

55755-00 01 | RFCUNY TEST PROJECT \$ NON-ARRA

Select Project to renew this PAF:

Project

<input type="checkbox"/>	Employee	Salary Expense	Start Date	End Date	Fringe	Salary Encumbrance	Remaining Encumbrance	
<input type="checkbox"/>	034296 - BETTER, ALFIE	5414	7/1/2010	12/6/2010	Part Time B - 10%	\$1,200.00	\$862.50	History
<input type="checkbox"/>	033509 - DOUGH, JANE	5403	7/1/2010	6/26/2011	Part Time B - 10%	\$11,232.00	\$9,136.80	History
<input type="checkbox"/>	025515 - DOUGH, JON	5414	10/6/2010	12/14/2010	Part Time B - 10%	\$342.80	\$342.80	History
<input type="checkbox"/>	043500 - KNICK, DOM N.	5408	8/24/2010	12/30/2010	Part Time B - 10%	\$2,100.00	\$1,268.75	History

Save Submit Cancel

A summary screen will appear with projected appointment information. The screen displays the encumbrance information and clicking on the symbol will bring up additional information such as payroll title, pay rate, and hours per period.

If there are no changes, check the box to the left of the line and click 'Submit' to approve the PAFs or 'Save' to hold the PAF for later submission through the 'Pending' section.

Upon 'Submit' or 'Save', the system will confirm the submission and/or notify the user regarding any issues requiring attention. If changes are required after 'Saving' or 'Submitting' the Renewal PAF, the user must use the 'Pending section' to make the edits.

If changes to the information or the employee's schedule are required, the user should not check the box in the summary screen, but click on the employee's ID # and name to proceed with the Renewal PAF's entry.

If the PAF requires changes, the user must click on the employee ID# and name to get to the detailed PAF Renewal screen where the specific appointment information is entered. It is similar to the Add PAF entry screen except that it has last known information about the

The screenshot displays the 'PAF Type: Renewal' screen. At the top, there are two sections: 'Project Information' and 'Employee Information'. 'Project Information' includes the project number '99999-00 02', the project name 'RESEARCH FOUNDATION TEST PROJECT', and a 'NON-ARRA' status. 'Employee Information' shows the employee name 'CHIN, CLIFF' and ID '7284 | 027284'. Below these, the 'PAF Type: Renewal' section has three tabs: 'PAF', 'Scheduled Hours', and 'Overlapping Appointments'. The 'PAF' tab is active, showing a form with the following fields: 'Salary Expense' (dropdown menu showing '5414 (Tutors)'), 'Recovery Code' (dropdown menu), 'RF Position Title' (dropdown menu showing 'ISS Program/Learning Aide - 2700F1'), 'Position Type' (dropdown menu showing 'Regular'), 'Job Position Reasons' (dropdown menu showing 'Select a Reason'), 'FLSA Class' (text field showing 'Non-Exempt'), 'Supervisory Status' (dropdown menu showing 'Supervisory'), 'Immediate Supervisor' (text field showing 'Marc Mars'), 'Student Status' (dropdown menu showing 'PHD'), 'Work Location' (dropdown menu showing 'QC - QUEENS COLLEGE'), 'Location Effective Date' (text field showing '10/20/2006'), 'Department' (text field showing 'ACADEMY OF HUMANITIES AND SCIENCE'), 'Is CUNY Faculty?' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Comments' (text area), and 'Start Date' (text field showing '12/14/2019').

employee.

**The mandatory fields for input are:**

**Salary Expense:** Select from the drop down menu the Salary Expense Code that corresponds to your personnel budget for the employee's title. *Note:* The menu lists every budget expense code at RF CUNY, not just the ones assigned to a specific project.

**Recovery Code:** This field is exclusively for use with project numbers beginning with a '9'. This code represents the category to which these funds are chargeable. Select the appropriate code from the drop down box. (See [Appendix B](#) for a list and explanation of available Recovery codes.)

**RF Position Title:** From the list of available RF Job classification titles, select the appropriate title that corresponds to the employee's actual job functions. (A link to the detailed job description of that title is provided by clicking on the words "RF Position Title".) Type the first letter of the title to get to that area of the alpha list.

**Position Type:** Select from the drop down menu the position type that corresponds to the employee. Three options are available: 'Regular', 'Temporary', and 'on Call'. See details below,

**Regular:** Regular employees have a predefined work schedule and a predefined appointment period (usually more than 90 days). Employees in regular positions may or may not be eligible for annual leave.

**Temporary:** Temporary employees are employed on a full-time or part-time basis for one job only or for a set duration of no more than 19 weeks in any 12-month period, have no substantial expectancy of continued employment, and have been notified of this fact.

**On Call:** On Call employees are employed on a part-time basis (no more than 38 hours per pay period) and work sporadically, with no established pattern of regular continuing employment. They do not have a fixed schedule, are not required to be at or near the work site, can refuse an assignment when offered and are only paid for hours actually worked.

Placing the cursor over the  symbol will display a description of the Temporary and On-Call position types.

**NOTE:** The E-PAF system will default all employees to a 'Regular' status, to classify an employee the user must select the correct designation from the drop-down menu.

**Job Position Reason:** Select a reason if the employee's position is changing. Select 'No Change' if it is not. **A new Job Duties and Qualifications form must be submitted to the Human Resources Department for all employees whose Position title has changed or have been rehired after a 120 day break in service.**

**FLSA Class:** This field will self populate as a result of the Position title chosen. FLSA classifications assigned to positions are used along with other factors to determine whether an employee is eligible for overtime. (See Appendix A for a more detailed explanation of FLSA requirements).

**Employee Status:** Select the supervisory status of the employee. The status should correspond to the employee's job description and payroll title selected for this appointment as posted in the PVN as well as actual supervisory responsibilities.

**Immediate Supervisor:** Type in the full name of the employee's immediate supervisor. **Student Status:** Select the student status of the employee from the drop down menu.

**Work Location:** Select the campus location associated with the employee's actual work location (where the employee will be physically located for this appointment). If the employee will be located at an off-campus location, select the grant holder campus.

**Location Effective Date:** Select or enter a date if the employee has changed work locations. Otherwise, no entry is needed and a default date will populate the field.

**Is the Employee CUNY Faculty?:** Select Yes or No to indicate whether the employee will also be paid through Tax Levy/CUNY payroll.

**Comments:** Use this field to further clarify this appointment such as to include an actual or functional title as it appears on the project's contract, or to discern between 2 different appointments to the same project number, e.g. Mon / Wed appt, Tues / Thurs appt.

**Start Date:** Enter the start date of the new appointment. ***Note: Concurrent appointments for the same employee for the same project, salary expense code, and payroll title should not have overlapping dates. To avoid overlaps, changes to existing PAFs can be done through the Modification option. End dates of prior lines can be shortened through the Termination module.***

**Encumbrance End Date:** The last date through which the monetary amount being committed applies.

**Appointment End Date:** The anticipated duration of employment, which could or could not be to the end of the budget period for this project.

**Salary or Hourly:** Select the pay method for this appointment. Part time employees MAY be paid a biweekly salary.

***Note: Employees encumbered with an hourly pay method will be designated with the FLSA class 'Non-Exempt', making the employee eligible for overtime.***

**Pay Rate:** Enter the salary or hourly wage rate for this new appointment.

- ***In NY State, Exempt FLSA classifications require a minimum total weekly salary of \$543.75 or \$1087.50 per bi-weekly pay period.***
- ***For Employees rehired after a 120 day break in service, the amount entered must match the new appointment Wage Acknowledgement Letter signed by and given to the employee upon the start of the new employment.***

**Hours per Pay Period:** Enter the number of hours the employee will likely work in a biweekly pay period. As soon as the hours are entered, a link will appear so that the user can set a work schedule that will be used by the time and leave system to determine payroll and annual leave projection. A work schedule is **required** for all employees when using the Renewal method. The user may also set the schedule by clicking on the tab at the top of the screen. Scheduled hours must be in quarter hour increments.

Enter all appropriate fields and click "Preview".

If there are any errors or issues requiring your attention, they will be displayed at 'Preview', next to the applicable field. Correct the error as noted by the message and click 'Preview' again, (Possible error messages: missing information, pay rates below minimum wage, appointment dates beyond the work authorization of the employee, and Fringe Benefit Rate messages.)

At 'Preview' the PAF financial information will be automatically calculated and the following additional information displayed:

**Fringe Benefit Status:** The employee's fringe benefit status and the % that the grant will be charged will be displayed.

**Salary Encumbrance (encumbrance to be applied):** The monetary encumbrance will be displayed. This is calculated based on the encumbrance end date, pay rate, and hours per period fields.

**Fringe Benefit Amount:** This is the total fringe benefit amount that the grant will be charged based on the fringe benefit status, % rate, and encumbrance dollar amount.


**MTA Tax:** This is the total amount of MTA Tax that the grant will be charged for this appointment. The calculation is based on \$0.34 per \$100 in salary encumbrance.

In addition to calculating the encumbrance amounts, the system also checks the available balance of the project. A message may appear notifying the user of the availability of funds. Any questions regarding such availability should be directed towards the project Administrator at the RF Department of Grants and Contracts.

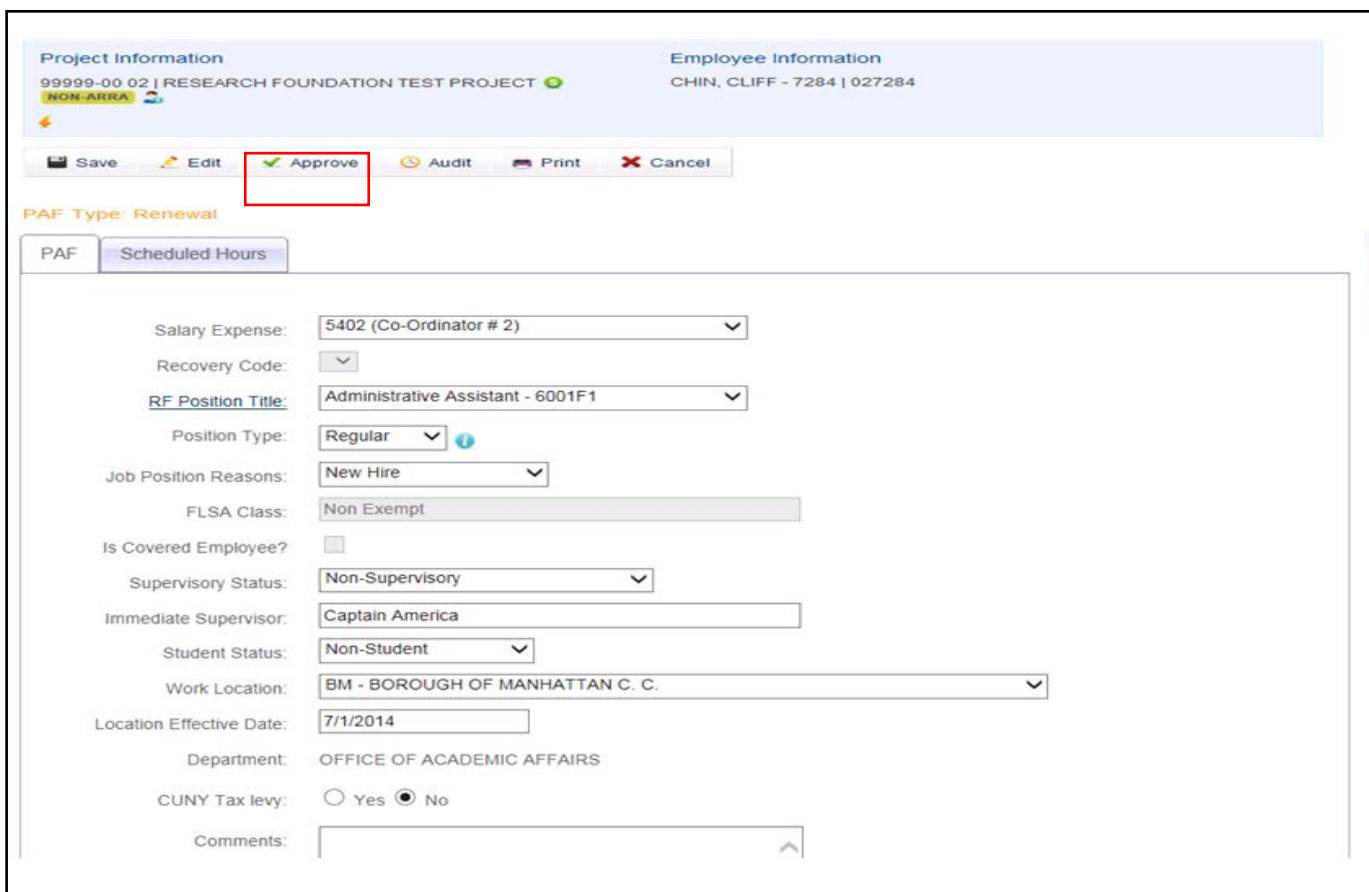
It is important that the encumbrance and fringe information be reviewed before proceeding with the PAF process in order to ensure that your grant is charged the fringe rate intended. Please review the [Research Foundation Fringe Rate Policy](#) for a detailed description.

Note: If the fringe benefit rate is affected, such as by the employee being concurrently on another project, a warning message will be displayed, alerting you that 'Other Grant(s) Fringe Benefit Rate(s) will be affected by this PAF'. Hours per period from separate PAFs *will* add together to determine

the fringe rate of both lines for the overlapping period. Because the prior appointment was originally accepted under a lower rate, an email will be sent to the PI and PA of the affected projects when the new PAF is Approved/Submitted. Click on the tab "Overlapping Appointments" at the top of the

page for a list of the other appointments, the respective project numbers, and click on the symbol  for the PI's name(s) and contact information.

In order to proceed after reviewing the information, click 'Approve' at the top of the page.



A dialogue box will appear verifying that the schedule was checked. Check the box and Click 'OK'.



Project Information: 99999-00 01 | RF Training Account NON-ARRA

Employee Information: Duck, Donald - 000202

Buttons: Save, Edit, Approve, Audit, Print, Cancel

PAF Type: Addition - Hours per Period

PAF Warnings

- The employee's fringe benefit status is Non-Exempt.
- Total pay rate for all overlapping PAFs is below minimum weekly wage allowed for a Salaried Exempt Appointment (\$600). By accepting a pay rate that is below the minimum requirement, the employee will be classified as Non Exempt and become eligible for Overtime pay.

Approve this PAF?

Scheduled Hours Checked If Applicable ☐

OK Cancel

PAF Scheduled Hours

The Principal Investigator of the account will receive an e-mail confirming the submission. Click 'Edit' to change the information.

Click 'Print' to bring up Printer Friendly version.

Click 'Cancel' or Click on the 'Create' tab at the top of the screen to clear the PAF and start over with another employee.

Click 'Save' to save the entries for later approval and submission through the 'Pending' section.

## PAF Modification

PAF modifications are necessary to change personnel and/or financial information on an existing PAF appointment line.

To modify existing PAFs:

First choose or type the current project #. Second, choose the PAF option 'Modification'.

Personnel Services  
Personnel Action Form

RF Homepage | Log out  
CAPTAIN AMERICA as PI

Create Pending

Select Project

Project:

Project Name	Select Option
55437-00 08 (RESEARCH FOUNDATION TEST PROJECT)	<input type="button" value="Addition"/> <input type="button" value="Renewal"/> <input type="button" value="Modification"/> <input type="button" value="Termination"/>
55755-00 01 (RFCUNY TEST PROJECT)	<input type="button" value="Addition"/> <input type="button" value="Renewal"/> <input type="button" value="Modification"/> <input type="button" value="Termination"/>
99999-00 01 (RESEARCH FOUNDATION TEST PROJECT)	<input type="button" value="Addition"/> <input type="button" value="Renewal"/> <input type="button" value="Modification"/> <input type="button" value="Termination"/>
99999-00 02 (RESEARCH FOUNDATION TEST PROJECT)	<input type="button" value="Addition"/> <input type="button" value="Renewal"/> <input type="button" value="Modification"/> <input type="button" value="Termination"/>
99999-00 03 (RESEARCH FOUNDATION TEST PROJECT)	<input type="button" value="Addition"/> <input type="button" value="Renewal"/> <input type="button" value="Modification"/> <input type="button" value="Termination"/>
99999-01 01 (RESEARCH FOUNDATION TEST PROJECT)	<input type="button" value="Addition"/> <input type="button" value="Renewal"/> <input type="button" value="Modification"/> <input type="button" value="Termination"/>
99999-01 02 (RESEARCH FOUNDATION TEST PROJECT)	<input type="button" value="Addition"/> <input type="button" value="Renewal"/> <input type="button" value="Modification"/> <input type="button" value="Termination"/>

[First](#) [Previous](#) **1** [Next](#) [Last](#)

Selecting the 'Modification' PAF option will bring up a list of employees currently appointed to the project. The list will include employees who have remaining encumbrance and employees who have a 0 remaining encumbrance amount. Employees with a 0 remaining encumbrance amount will appear for 90 days after the original appointment's termination date.

To proceed, select the PAF that you wish to modify by clicking on the employees ID# and name.

Personnel Services  
Personnel Action Form

Signed in as CAPTAIN AMERICA as PI | Log out  
RF Homepage | Help

Create Pending

PAF Modification

Project Information

99999-00 01 | RF Training Account

Employee	Salary Expense	Start Date	End Date	Fringe	Salary Encumbrance	Remaining Encumbrance	
043338 - Blossom, Apple	5410	12/16/2013	1/3/2014	Part Time B	\$150.00	\$150.00	<input type="button" value="History"/>
043338 - Blossom, Apple	5410	1/15/2014	4/30/2014	Part Time B	\$1,250.00	\$1,250.00	<input type="button" value="History"/>
043502 - Blue, Sky	5414	6/1/2013	3/31/2014	Part Time A	\$21,600.00	\$21,600.00	<input type="button" value="History"/>
025515 - Dough, Jon	5414	1/1/2013	12/31/2013	Part Time B	\$7,516.80	\$7,516.80	<input type="button" value="History"/>
000392 - Duck, Daisy	5410	12/16/2013	12/31/2014	Full Time	\$68,250.00	\$68,250.00	<input type="button" value="History"/>
000202 - Duck, Donald	5410	12/16/2013	1/30/2014	Part Time A	\$1,700.00	\$1,700.00	<input type="button" value="History"/>
035515 - Jones, Bob	5417	5/1/2013	12/31/2013	Part Time B	\$5,040.00	\$5,040.00	<input type="button" value="History"/>
023585 - Kretz, Sue	5409	4/1/2014	6/20/2014	Part Time B	\$1,180.00	\$1,180.00	<input type="button" value="History"/>
000358 - Mouse, Minnie	5410	10/7/2013	11/17/2013	Part Time B	\$300.00	\$100.00	<input type="button" value="History"/>
027284 - Pan, Peter	5410	10/7/2013	11/17/2013	Part Time B	\$300.00	\$10.00	<input type="button" value="History"/>
035329 - Smith, Anna	5410	1/13/2014	6/30/2014	Full Time	\$24,200.00	\$24,200.00	<input type="button" value="History"/>

This will bring up the PAF form where the modifications are done. Depending upon which fields are entered and based upon the entered effective date of change, the system will recalculate the PAF encumbrances (Salary, Fringe, and MTA).

researchfoundation.cuny Personnel Services  
Personnel Action Form

Signed in as CAPTAIN AMERICA as PI | Log out  
RF Homepage | Help

Create Pending

Project Information  
99999-00 01 | RF Training Account NON-ARRA

Employee Information  
Blossom, Apple - 043338

PAF Type: Modification -

PAF Scheduled Hours

Salary Expense: 5448 (Paraprofessional)

Recovery Code:

RF Position Title: Program/Learning/TechnicalAide - 2700F1

Position Type: Regular

Job Position Reasons: No Change

FLSA Class: Non-Exem

Is Covered Employee?

Supervisory Status: Non-Supervisory

Immediate Supervisor: J Schneiderm

Student Status: Undergraduate

Work Location: BM - BOROUGH OF MANHATTAN C. C.

**Note: THE E-PAF SYSTEM DOES NOT ACCEPT RETROACTIVE MODIFICATIONS. A defaulted effective date of change is displayed which represents the employee's first unpaid workday (usually as of the last pay period). Retroactive modifications to a PAF require a paper form submission to the Human Resources Department.**

Changing the financial information such as extending the end dates of the PAF and increasing or decreasing the pay rates and hours per period will alter the encumbrances accordingly.

Changing the personnel information such as the 'RF Position Title, Student Status, Supervisory Status, Immediate Supervisor, Work Location and 'Is CUNY Faculty' will not affect the remaining encumbrances for the appointment.

*Modifying the RF Position Title may result in a change in FLSA classification which could make the employee eligible for overtime. Overtime payments are charged against the salary encumbrance and may result in a shortage of funds later on in the encumbrance.*

*Modifying the Hours Per Period field for the appointment must have a corresponding change to the employee's work schedule. **As soon as the hours are entered, a link will appear so that the user can set a new work schedule that will be used by the time and leave system to determine payroll and annual leave projection. A work schedule is required for all employees when using the Modification method. The user may also set the schedule by clicking on the tab at the top of the screen. Scheduled hours must be in quarter hour increments.***

**Enter all appropriate fields and click "Preview".**

The user can choose to extend the end dates with or without changing the encumbrances. When the only changes to the appointment are to extend the end dates, the system will ask the user if the encumbrance should be changed in accordance with the new end dates.

The screenshot displays a web application interface for creating or modifying a PAF. At the top, there are two tabs: 'Create' and 'Pending'. Below the tabs, the form is divided into two main sections: 'Project Information' and 'Employee Information'. The 'Project Information' section includes fields for '99999-00 01 | RF Training Account' and a 'NON-ARRA' status. The 'Employee Information' section includes the name 'Blossom, Apple' and ID '043338'. Below these sections, there is a 'PAF Type: Modification -' section with three sub-tabs: 'PAF', 'Scheduled Hours', and 'Overlapping Appointment'. The 'PAF' tab is active, showing various fields for appointment details. A green dialog box with a question mark icon is overlaid on the form, asking 'Do you wish to change the Encumbrance as well?' with 'Yes' and 'No' buttons. The form fields include: 'Salary Expense' (5410 (Research Staff)), 'Recovery Code' (dropdown), 'RF Position Title' (Administrative Assistant), 'Job Position Reasons' (New Hire), 'FLSA Class' (Non-Exempt), 'Supervisory Status' (Supervisory), 'Immediate Supervisor' (Superma), 'Student Status' (Non-Student), and 'Work Location' (QC - QUEENS COLLEGE).

If unused funds are not the reason for extending the end date, the user must click 'Yes' to ensure additional funds are encumbered. Otherwise, any remaining encumbrances will be spread out over the appointment's new end date.

Upon 'Preview', the system will display the PAF encumbrance information at the bottom of the page, including any adjustments to the encumbrance by increasing or decreasing the hours per period, and/or the pay rate.

**Unused Annual Leave Balance:** When a user attempts to disencumber funds through the Modification module, the system will look at the employee's accrued and unused annual leave balance. When a Modification results in total hours less than the employee's accrued and unused annual leave balance on the appointment, the system will retain the portion of the encumbrance needed to cover for the cost of the employee's annual leave balance.

In order to submit the PAF after reviewing the information, Click 'Approve' at the top of the page. A dialogue box will appear verifying that the schedule was checked. Check the box and Click 'OK'.

The Principal Investigator or an assigned designee of the account will receive an e-mail confirming the submission. Click 'Edit' to change the information.

Click 'Print' to bring up Printer Friendly version.

Click 'Cancel' or Click on the 'Create' tab at the top of the screen to clear the PAF and start over with another employee.

Click 'Save' to save the entries for later approval and submission through the 'Pending' section.

## PAF Termination

PAF Terminations serve a dual purpose. They allow for the disencumbrance of funds no longer needed for the appointment as well as notify the Research Foundation that an employee is no longer employed on the project. It is important that the RF receive this notification in a timely manner so that Federal and State requirements are met.

The screenshot shows the 'Personnel Services Personnel Action Form' interface. At the top, there's a header with the Research Foundation logo and 'Personnel Services Personnel Action Form'. On the right, it says 'RF Homepage | Log out CAPTAIN AMERICA as PI'. Below the header, there are two tabs: 'Create' and 'Pending'. The main content area is titled 'Select Project'. It features a search bar with a 'Project:' label, a 'Select' button, and a 'Clear Selection' button. Below the search bar is a table with columns 'Project Name' and 'Select Option'. The table lists several projects, all labeled '(RESEARCH FOUNDATION TEST PROJECT)'. Each project has a green status icon and a 'Select Option' row with buttons for 'Addition', 'Renewal', 'Modification', and 'Termination'. At the bottom of the table, there are navigation links: 'First', 'Previous', '1', 'Next', and 'Last'.

To terminate existing PAFs:

First choose or type the current project #. Second, choose the PAF option 'Termination'. Click on an employee's ID# and name to select a PAF to terminate.

The screenshot shows the 'Personnel Services Personnel Action Form' interface, specifically the 'PAF Termination' step. At the top, there's a header with the Research Foundation logo and 'Personnel Services Personnel Action Form'. On the right, it says 'Signed in as CAPTAIN AMERICA as PI | Log out RF Homepage | Help'. Below the header, there are two tabs: 'Create' and 'Pending'. The main content area is titled 'PAF Termination'. It features a 'Project Information' section with the text '99999-00 01 | RF Training Account' and a green status icon. Below this is a table with columns: 'Employee', 'Salary Expense', 'Start Date', 'End Date', 'Fringe', 'Salary Encumbrance', 'Remaining Encumbrance', and 'History'. The table lists several employees with their respective details. Each row has a 'History' button on the right.

Employee	Salary Expense	Start Date	End Date	Fringe	Salary Encumbrance	Remaining Encumbrance	History
043338 - Blossom, Apple	5410	12/16/2013	1/3/2014	Part Time B	\$150.00	\$150.00	History
043338 - Blossom, Apple	5410	1/15/2014	4/30/2014	Part Time B	\$1,250.00	\$1,250.00	History
043502 - Blue, Sky	5414	6/1/2013	3/31/2014	Part Time A	\$21,600.00	\$21,600.00	History
025515 - Dough, Jon	5414	1/1/2013	12/31/2013	Part Time B	\$7,516.80	\$7,516.80	History
000392 - Duck, Daisy	5410	12/16/2013	12/31/2014	Full Time	\$68,250.00	\$68,250.00	History
000202 - Duck, Donald	5410	12/16/2013	1/30/2014	Part Time A	\$1,700.00	\$1,700.00	History
035515 - Jones, Bob	5417	5/1/2013	12/31/2013	Part Time B	\$5,040.00	\$5,040.00	History
023585 - Kretz, Sue	5409	4/1/2014	6/20/2014	Part Time B	\$1,180.00	\$1,180.00	History
000358 - Mouse, Minnie	5410	10/7/2013	11/17/2013	Part Time B	\$300.00	\$100.00	History
027284 - Pan, Peter	5410	10/7/2013	11/17/2013	Part Time B	\$300.00	\$10.00	History
035329 - Smith, Anna	5410	1/13/2014	6/30/2014	Full Time	\$24,200.00	\$24,200.00	History

The next screen displays the PAF information and asks the user to select one of two alternative methods to terminate an appointment line.

PAF Termination

Project Information

99999-00 01 | RF Training Account NON-ARRA

PAF Termination

Project & Employee | More Information | Hours, Salary & Fringe | Scheduled Hours

Project: 99999-00 01 - RF Training Ac

College: QC - QUEENS COLLEGE

Budget Start Date: 1/1/200

End Date: 6/30/202

Employee: Blossom, Apple (043)

Hired Date: 8/30/199

Terminate this PAF using:

☒ Remaining Encumbrance Amount ☐ As of Future Date (Use for terminations with future dates only. Do not use for current or past terminations.)


Next | Select another Appointment | Cancel

- ➡ **Terminate PAF Remaining Encumbrance** – This option allows the entire remaining encumbrance to be recovered back into the grant. It also allows for a change in the end date of the appointment if the employee has completed the work earlier than originally expected.
- ➡ **Terminate PAF as of a specific date** – This option allows for a partial disencumbrance of remaining funds based upon a shortened end date. The amount no longer necessary will be recovered back into the grant while the amount needed to cover an employee's payroll will be retained in the appointment.

**Note:** If the employee has an unused annual leave balance, the Termination module will identify if the remaining encumbrance is sufficient to cover the cost of an annual leave payout. If the encumbrance is sufficient, the termination module will retain the portion of the encumbrance needed to cover for the annual leave cost. If the remaining encumbrance is not sufficient, the Termination module will identify the amount needed and will add encumbrance to the E-PAF.

Select a termination method and click 'Next'

The Termination entry screen requires the user to populate 3 fields:

CUNY Tax levy:	<input type="radio"/> Yes <input checked="" type="radio"/> No												
Comments:	<div><div></div><div></div></div>												
Start Date:	<input type="text" value="2/13/2014"/>												
Encumbrance End Date:	<input type="text" value="5/31/2014"/>												
Appointment End Date:	<input type="text" value="5/31/2014"/>												
Effective Date:	<input type="text" value="4/19/2014"/>												
Number of Pay Periods:	7.70												
Termination reason:	<div>Select Termination Reason</div>												
Annual Leave Pay-Out?:	<input type="radio"/> Yes <input type="radio"/> No												
Salary or Hourly:	<input type="radio"/> Salary <input checked="" type="radio"/> Hourly												
Bi-Weekly Pay Rate:	<input type="text" value="11"/>												
Hours per Pay Period:	<input type="text" value="29"/>  Set the scheduled hours												
Total Hours:	<input type="text" value="223.3"/>												
Fringe Benefit Status:	Part Time B												
MTA Tax:	0												
	<table><tr><td></td><td>Original Encumbrance</td><td>Remaining Encumbrance</td><td>Adjustment</td></tr><tr><td>Salary Amount:</td><td><input type="text" value="\$2,456.30"/></td><td><input type="text" value="\$1,128.05"/></td><td><input type="text" value="\$0.00"/></td></tr><tr><td>Fringe Benefit:</td><td><input type="text" value="\$233.35"/></td><td><input type="text" value="\$107.16"/></td><td><input type="text" value="\$0.00"/></td></tr></table>		Original Encumbrance	Remaining Encumbrance	Adjustment	Salary Amount:	<input type="text" value="\$2,456.30"/>	<input type="text" value="\$1,128.05"/>	<input type="text" value="\$0.00"/>	Fringe Benefit:	<input type="text" value="\$233.35"/>	<input type="text" value="\$107.16"/>	<input type="text" value="\$0.00"/>
	Original Encumbrance	Remaining Encumbrance	Adjustment										
Salary Amount:	<input type="text" value="\$2,456.30"/>	<input type="text" value="\$1,128.05"/>	<input type="text" value="\$0.00"/>										
Fringe Benefit:	<input type="text" value="\$233.35"/>	<input type="text" value="\$107.16"/>	<input type="text" value="\$0.00"/>										
Currently pending eTimesheets have already been deducted from the remaining encumbrance displayed here.													
<div><div>Preview</div><div>Cancel</div></div>													

Fields to be populated are:

**Effective Date** – If the termination date is not the same as the PAF’s original end date, enter the new end date of the PA. This date corresponds to the last day charged on the employee’s last timesheet.

**Reason for Termination** - Choose the reason for the termination from the drop down menu.

The selections ‘Delete Duplicate Encumbrance’ and ‘Non-Termination Disencumbrance’ are used to alert the RF that the employee is still employed on another appointment. All other reasons will indicate that the employee is no longer employed with the PI and or program.

Certain selected reasons such as ‘Unsatisfactory Performance’, ‘Resign – Health Reasons’, ‘Resign – Military Service’ and Job Abandonment’ may require follow up from the Department of Human Resources. If you have any questions about the nature of the individual termination, it is best to contact your Human Resource Administrator.

**Annual Leave Pay-out?**- Click ‘Yes’ to electronically consent the Human Resources Department to process an annual leave payout to cover the appointment’s unused annual leave balance. An electronic consent means a paper Annual Leave Payout Form is not needed. Click ‘No’ if you wish to provide a paper Annual Leave Payout Form.

**Note:** *Disencumbered amounts will not include funds held back by the system in order to payout currently pending timesheets and/or an unused annual leave balance.*

Location Effective Date:	1/1/2014
Department:	OFFICE OF RESEARCH ADMINISTRATION
CUNY Tax levy:	No
Comments:	
Start Date:	12/16/2013
Encumbrance End Date:	12/16/2013
Appointment End Date:	12/16/2013
Effective Date:	12/16/2013
Include Annual Leave Balance?:	Yes
Number of Pay Periods:	1.50
Termination Reason:	End of Appointment
Annual Leave Pay-Out?:	Yes
Payment Type:	Hourly
Pay Rate:	\$10.00
Hours per Pay Period:	10
Total Hours:	1
Fringe Benefit Status:	Part Time B

	Original Encumbrance	Remaining Encumbrance	Adjustment
Salary Amount:	\$150.00	\$150.00	(\$150.00)
Fringe Benefit:	\$14.25	\$14.25	(\$14.25)
MTA Tax:	\$0.51	\$0.00	(\$0.51)

**Click 'Preview' to process the termination.**

**Once 'Preview' is clicked, the next screen will display the amounts to be disencumbered and recovered back into the grant.**

**In order to submit the PAF after reviewing the information, Click 'Approve' at the top of the page.**

**The Principal Investigator or an assigned designee of the account will receive an e-mail confirming the submission.**

**Click 'Edit' to change the information.**

**Click 'Print' to bring up Printer Friendly version.**

**Click 'Cancel' or Click on the 'Create' tab at the top of the screen to clear the PAF and start over with another employee.**

**Click 'Save' to save the entries for later approval and submission through the 'Pending' section.**



## VIEWING and SUBMITTING PENDING PAF's

To view and/or process pending PAFs, Click on the 'Pending' tab at the top of the page. As a default, a list of all pending PAFs that require the user's action will appear in grant number order.

To view all of the pending PAFs (ones processed as well as ones not fully processed by the user), Click on the selection 'All'. To view only a certain type of PAF (such as Renewals) select the PAF type.

Click 'View' to bring up the list of pending PAFs

Listed on the Pending page is the pertinent information of each PAF such as Project Number, Salary Expense Code, Start and Encumbrance End dates, Salary Encumbrance Amount, and Fringe Benefit status and rates. Also displayed to the right is the type of PAF action and the activity status of the PAF. The information in the "Status" column describes where in the RF process the PAF is, and if you Click on the underlined word, you will see the full audit trail of the appointment.

researchfoundation.cuny | Personnel Services  
Personnel Action Form

RF Homepage | Log out  
CAPTAIN AMERICA as PI

Create Pending

Filters

Status:  
☒ All ☐ Requiring my Action

Records/Page:  
☒ 10 ☐ 25 ☐ 50 ☐ All

Project:  
All ...

PAF Type:  
All ... View

Approve Selected Delete Selected


<input type="checkbox"/>	Project	Employee	Account	Start Date	End Date	Salary Enc.	Fringe	PAF Type	Status
<input type="checkbox"/>	99999-00 01	BLUE_SKY	5414	9/30/2010	2/15/2011	\$1,168.02	Part Time B - 10%		<a href="#">Pending GO Approval</a>
<input type="checkbox"/>	99999-00 01	BLOSSOM_APPLE	5403	7/1/2010	7/31/2010	\$1,650.00	Part Time B - 10%		<a href="#">Pending PI Approval</a>

Page 1 of 1 (2 PAFs) x 1

Only PAFs that require the user's action will have a submit box to the left of the PAF line.

To submit a previously saved PAF, Check the submit box and Click 'Approved Selected'.

To access the PAF itself, Click on the employee's name.





Personnel Services  
Personnel Action Form

[RF Homepage](#) | [Log out](#)  
CAPTAIN AMERICA as PI

Create

Pending


Project Information


99999-00 01 | RESEARCH FOUNDATION TEST PROJECT   
NON-ARRA 


Employee Information

BLOSSOM, APPLE - 3338 | 043338


← Recall

 Audit

 Print

 Cancel

PAF Type: Addition - Hours per Period



PAF Warnings

- Please note: Total pay rate for all overlapping PAFs is below minimum weekly wage allowed for a Salaried Exempt Appointment (\$543.75). By accepting a pay rate that is below the minimum requirement, the employee will be classified as Non Exempt and become eligible for Overtime pay
- You have selected an Exempt Title and an hourly rate of pay. This will classify the employee as Non Exempt and will make him/her eligible for Overtime pay.
- Please note: This PAF's encumbrance exceeds the available funds for the selected project

Once accessed, the user can make further adjustments to the PAF. If the PAF has been approved by the user, the user must first recall the PAF before being able to edit the information.

To recall the PAF, Click the Recall button at the top of the page.

Once the adjustments or edits are made, the PAF will need to be re-approved (re-submitted). In order to re-submit the PAF after reviewing the information, Click 'Approve' at the top of the page. A dialogue box will appear verifying that the schedule was checked. Check the box and Click 'OK'.

## The Audit Trail

Clicking on the underlined word in the PAF Status Column will bring up the following Audit Trail screen. The audit trail screen lists information about the PAF process, such as the status of the PAF, User name, transaction date and time.

Personnel Services  
Personnel Action Form

RF Homepage | Log out  
CAPTAIN AMERICA as PI

Create Pending

Filters

Status: ☒ All ☐ Requiring my Action

Records/Page: ☒ 10 ☐ 25 ☐ 50 ☐ All

Project: All ...

Audit Trail

- CAPTAIN AMERICA(ABC) approved this PAF on: Monday, July 19, 2010 3:57:08 PM

Approve Selected Delete Selected

<input type="checkbox"/>	Project	Employee	Account	Start Date	End Date	Salary Enc.	Fringe	PAF Type	Status
<input type="checkbox"/>	99999-00 01	BLUE SKY	5414	9/30/2010	2/15/2011	\$1,168.02	Part Time B - 10%		Pending GO Approval
<input type="checkbox"/>	99999-00 01	BLOSSOM APPLE	5403	7/1/2010	7/31/2010	\$1,650.00	Part Time B - 10%		Pending PI Approval

Page 1 of 1 (2 PAFs) » 1

To get back to the All Pending PAFs page, Click the 'Close' button in the upper left corner.

## APPENDIX A:

# Regulatory and RF Employee Payroll Policies and Procedures

## Federal Regulations- Fair Labor Standards Act

This law covers basic wage, overtime, and child labor standards.

- Covered, nonexempt workers are entitled to a minimum wage of not less than **\$8.00** per hour effective December 31, 2013.
- Nonexempt workers must be paid overtime pay at a rate of not less than one and one-half times their regular rates of pay after 40 hours of work in a workweek.
- An employee must be at least 14 years old. Employees under the age of 18 are restricted from certain hazardous work assignments and work schedules that conflict with their education.

### **Exempt or Nonexempt**

Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are nonexempt.

For most employees, whether they are exempt or nonexempt depends on (a) how much they are paid, (b) how they are paid, and (c) what kind of work they do.

With few exceptions, to be exempt an employee must (a) be paid at least \$23,600 per year (\$455 per week **[\$543.75 in NY State]**), (b) be paid on a salary basis, and (c) perform exempt job duties. These requirements are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). Most employees must meet all three "tests" to be exempt.

### **1. Salary Level Test**

Employees who are paid less than \$23,600 per year (\$455 per week **[\$543.75 in NY State]**) are nonexempt. (Employees who earn more than \$100,000 per year are almost certainly exempt.)

### **2. Salary Basis Test**

Generally, an employee can be paid on a salary basis if s/he has a "guaranteed minimum" amount of money s/he can count on receiving for any work week in which s/he performs "any" work. Some "rules of thumb" indicating that an employee is paid on a salary basis include: whether an employee's base pay is computed from an annual figure divided by the number of paydays in a year, or whether an employee's actual pay is lower in work periods when s/he works fewer than the normal number of hours. Whether an employee is paid on a salary basis is not affected by whether pay is expressed in hourly terms, but whether the employee in fact has a "guaranteed minimum" amount of pay s/he can count on.

The FLSA salary basis test applies only to reductions in monetary amounts.

1. Requiring an employee to charge absences from work to leave accruals is not a reduction in "pay," because the monetary amount of the employee's paycheck remains the same.
2. Paying an employee more than the guaranteed salary amount is not normally inconsistent with salary basis status, because this does not result in any reduction in the base pay.
3. The base pay of a salary basis employee may not be reduced based on the "quality or quantity" of work performed (provided that the employee does "some" work in the work period).

4. The base pay of a salary basis employee may not be reduced if s/he performs less work than normal, if the cause for that is determined by the employer as for example, if there is "no work" to be performed, or for partial day absences.

5. However, employers may "dock" the base pay of salary basis employees in full day increments, for disciplinary suspensions, or for personal leave, or for sickness under a bona fide sick leave plan (as for example if the employee has run out of accrued sick leave).

An employee who is subject to impermissible reductions may become non exempt under the law. The law provides cures for these and steps to take.

6. The salary basis pay requirement for exempt status does not apply to some jobs (for example, doctors, lawyers and schoolteachers are exempt even if the employees are paid hourly).

### **3. The Duties Test**

An employee who meets the salary level tests and also the salary basis tests is exempt only if s/he also performs exempt job duties. These FLSA exemptions are limited to employees who perform relatively high-level work. Job titles or position descriptions are of limited usefulness in this determination. A secretary is still a secretary even if s/he is called an "administrative assistant," and the chief executive officer is still the CEO even if s/he is called a janitor. It is the actual job tasks that must be evaluated, along with how the particular job tasks "fit" into the employer's overall operations.

There are three typical categories of exempt job duties, called "executive," "professional," and "administrative."

## **New York State Department of Labor Wage and Hour Law**

This law outlines labor standards that employers in NY State must follow. They include:

- The New York State minimum wage is \$8.00 per hour as of December 31, 2013, as a result of the increase in the federal wage rate.
- Pay day requirements. Employees must be paid on the regular payday for the pay period in which they work.
- Starting on October 26, 2009, employers must give newly-hired workers written notice of the employee's:
  - pay rate(s)
  - overtime pay rate (if they qualify for overtime pay) and
  - regular payday

Under Section 195.1 of New York's Labor Law, this notice must be given at the time of hiring. See the "Operating Guidelines" below for more detailed information.

## **Research Foundation Time and Leave Policy (506E)**

### **DEFINITIONS**

Work Week: The work week begins at 12:00 a.m. on Monday morning and ends at 11:59 p.m. on Sunday night. Although employees are normally scheduled to work a 35 hour work week (not including unpaid time for a meal period of not less than thirty (30) minutes each working day in which an employee works six (6) consecutive hours or more), overtime payments do not commence until an employee exceeds 40 hours actually worked in a work week. Non-Exempt employees will receive their straight time rate of pay for any hours worked between 35 and 40 hours in a work week.

Exempt Employee: Exempt employees are salaried employees whose position and salary place them outside the scope of the FLSA (i.e., exempt from overtime provisions). [Exception: Employees in Exempt

Instructor or Teacher titles may be paid on a non-salaried basis (hourly) and still remain classified as Exempt.] Exempt employees are paid the same predetermined salary each week AND earn a weekly salary that is not less than the legally mandated minimum weekly salary, whether full time or part time. [Currently, the minimum weekly salary is \$543.75 per week.]

Non-Exempt Employee: Non-Exempt employees are employees whose position and salary place them within the coverage of the FLSA (i.e., eligible for overtime). Note: All employees who are paid an hourly wage or earn less than the legally mandated minimum weekly salary for Exempt employees, whether full time or part time, regardless of position, will be classified as Non-Exempt.

Position: A position is classified as Exempt or Non-Exempt by matching the actual work performed by the employee with the job descriptions established by the Research Foundation. The Research Foundation's job descriptions indicate whether the position is either Exempt or Non-Exempt.

Overtime: Non-Exempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per week.

Compensatory Time for Non-Exempt Employees: In special circumstances, there may be a need for a Non-Exempt employee to work hours beyond the employee's regular schedule. In that event, in lieu of being paid for such hours the employee may be granted compensatory time off ("comp time"). Comp time must be scheduled, with prior approval, within two (2) weeks of when the extra hours were worked.

Compensatory Time for Exempt Employees: Exempt employees do not receive overtime or compensatory time off for working additional time on regularly scheduled work days. However, should they work on Saturdays, Sundays, Holidays or other days when an office is normally closed, they may be granted comp time equal to the time worked. Comp time is to be taken with the approval of the Project Director before their appointment end date.

## **OPERATING GUIDELINES**

For all newly hired employees, the PI or his/her designee completes the required [employment documentation](#) and submits the paperwork to the Human Resources Department for approval and entry into the human resources database.

As part of the New Hire process, every employee must receive and sign a Wage Acknowledgement Letter which outlines the employee's pay rate(s), overtime pay rate (if they qualify for overtime pay), and regular payday. This letter can be generated via the [Employee Wage Title Designator](#), accessible under the E-Services tab on the RF website. The system automatically creates a preformatted letter based upon the RF position title and other information entered into the system. This letter must be signed by the employee prior to the employee working even one minute.

The initiator:

1. enters the information into the system
2. clicks next, and prints the created letter
3. Employee and initiator sign the letter
4. A copy is given to the employee and the original is included with the rest of the New Hire documentation

Upon entering employee hiring data into the PAF system, the Project Director selects the Research Foundation position that most closely represents the work the employee is actually performing, as described in the most applicable job description. The classification of either Exempt or Non-Exempt is designated in each job description. The position, pay method, and the weekly salary level are considered to determine the overtime pay practices applicable to each employee.

### **Guidelines that pertain to Non-Exempt Employees**

The Project Director must compensate the employee at the employee's straight time rate of pay for work up to forty (40) hours in a week.

For work over forty (40) hours in any given week, payment must be made at time and one-half (1.5) the employee's straight time rate of pay. Note: the 40 hours must be time actually worked, not merely hours paid (which might include annual leave, temporary disability leave, compensatory time or holidays).

For non-exempt employees who have multiple appointments where the combined hours total more than 40 hours in one week, overtime will be paid and charged to the grant and respective encumbrance(s) that contributed to and, therefore, caused the total hours worked to exceed 40 hours in one (1) week. The allocation of the overtime premium will be assigned to each contributing grant based on the proportion of the grant's actual hours submitted for the week.

#### Guidelines that pertain to Exempt Employees

Exempt employees do not receive overtime or compensatory time off for working additional time on regularly scheduled work days. However, should they work on Saturdays, Sundays, Holidays or other days when an office is normally closed, they may be granted comp time equal to the time worked. Comp time is to be taken within two (2) weeks of when it is earned with the approval of the Project Director.

With a few exceptions, Exempt employees must be paid their regular salary for a particular day as long as they work any amount of time on that day. (Contact your Human Resources Representative for more information.) On those partial days worked, the hours not worked should be charged in accordance with the time and leave policies of the Research Foundation (i.e., charges should be made to accrued leave). Please note that deductions (e.g., leave without pay) may not be made from an Exempt employee's salary for a partial day of absence. Accordingly, if there is no available accrued leave, an Exempt employee must be paid in full for the day. Such hours will be assigned by the time and leave system as "FLSA" hours. Leave accruals are not earned on such FLSA hours.

For absences of one or more FULL DAYS for personal or medical reasons, once all sick and annual leave has been exhausted, the Research Foundation has the right to make full day salary deductions (e.g., leave without pay). The Research Foundation reserves the right to require Exempt employees to take full days off (instead of partial days, when foreseeable).

Time sheets for Exempt employees will be used to record "time and effort" for Grants & Contracts reporting purposes and to manage accruals ONLY, not to track hours worked.

#### Guidelines that pertain to Exempt and Non-Exempt Employees

All overtime worked must be pre-approved by the Project Director. Employees who work unauthorized overtime may be subject to discipline. However, Non-Exempt employees who do work overtime, whether authorized or not, must be compensated in accordance with this policy.

Leave accruals are earned on the hours worked up to and including seventy (70) hours per pay period. Leave accruals are not earned on hours worked over 70 hours in a pay period. Leave accruals are not earned on "FLSA" hours.

All hours worked for Exempt and Non-Exempt employees should be recorded on the timesheet in accordance with the provisions of this policy at all times.



## **APPENDIX B:**

### **RECOVERY/RECOVERY DERIVED ACCOUNT DEDUCTION**

*Category to which these funds are chargeable:*

**A - Instruction** - means the teaching activities of an institution. It includes all teaching whether offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as summer school division or an extension division.

**B - Organized Research** - means all research and development activities separately budgeted and accounted for. Research activities may be sponsored by Federal and non-Federal agencies and organizations or may be separately budgeted and accounted for by the institution under an internal application of institutional funds. Organized Research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in instruction.

**C - Departmental Administration** - includes expenses incurred for administrative and supporting services that benefit common or joint departmental activities or objectives in academic dean's offices, academic departments

**D - Student Services** - expenses include those incurred for the administration of student affairs and for services to students, including expenses of such activities as dean of students, admissions, registrar, counseling and placement services, student advisors, student health and infirmary services, catalogs, and commencement and convocations.

**E - General Administration** – includes expenses incurred for the general executive and administrative offices of educational institutions and other expense of general character which do not relate solely to any major function of the institution i.e.-instruction, organized research, other sponsored activities, other institutional activities. Examples include: those expenses incurred by administrative offices that serve the entire school, central offices of the institution including the President's office or Chancellor's office, the office of budget and planning, the operations of the central administrative management information systems. General and administrative expenses shall not include expenses incurred within non-university-wide deans' offices, academic departments, organized research or similar organizational units.

**F - Sponsored Projects Administration** –the expenses here are limited to those incurred by a separate organization established primarily to administer sponsored projects, including such functions as grant and contract administration, special security, purchasing, personnel, administration, and editing and publishing of research and other reports. They include the salaries and expenses of the head of such organization, assistants, and immediate staff, together with the salaries and expenses of personnel engaged in supporting activities maintained by the organization, such as stock rooms, stenographic pools and the like.

**G - Physical Plant** – includes expenses incurred for administration, supervision, operation, maintenance, preservation and protection of the institution's physical plant. They include expenses normally incurred for such items as janitorial and utility services; repairs and ordinary or normal alterations of building furniture and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; environmental safety; hazardous waste disposal; property, liability and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.

**H - Other Institutional Activity** – costs incurred for non-student training programs, community outreach and other public purposes.

**I - Library Expense** – this category includes those expenses incurred for the operation of the Library, including the cost of books and library materials purchased for the library. The library expense category should also include the salaries and fringe benefits applicable therein.

**J - Other Sponsored Activity** – means programs and projects financed by Federal and Non-Federal agencies and organizations, which involve the performance of work other than instruction, organized research and sponsored training. Examples of such programs and projects are health service projects and community service programs.