

PAF's (Payroll Authorization Forms)

All PAFs originate in the departments, except for newly hired permanent staff, which Human Resources will process.

The long form is used for all permanent faculty & staff regular assignments.

The short form is used for all adjunct faculty, students & temporary employees.

The **Extra Compensation** form is used for everyone, who is already on payroll, for additional work performed outside of their regular duties. (examples are: chairman's summer stipend, faculty summer teaching, additional classes taught during academic year, etc.).

NOTE:

Extra compensation for full time permanent staff, must be approved by immediate supervisor, Dedman College Dean, and the University Provost. (see Request for Approval of Extra Compensation for Staff Employees).

All PAFs require the chair's or director's signature, and **IF** the budget being charged is a grant, "G-----", the PI for that grant must also sign the PAF before being sent to the Dedman College Finance Office for processing.

It is suggested that you save the Extra Compensation form on your hard drive so that it is available for use.
