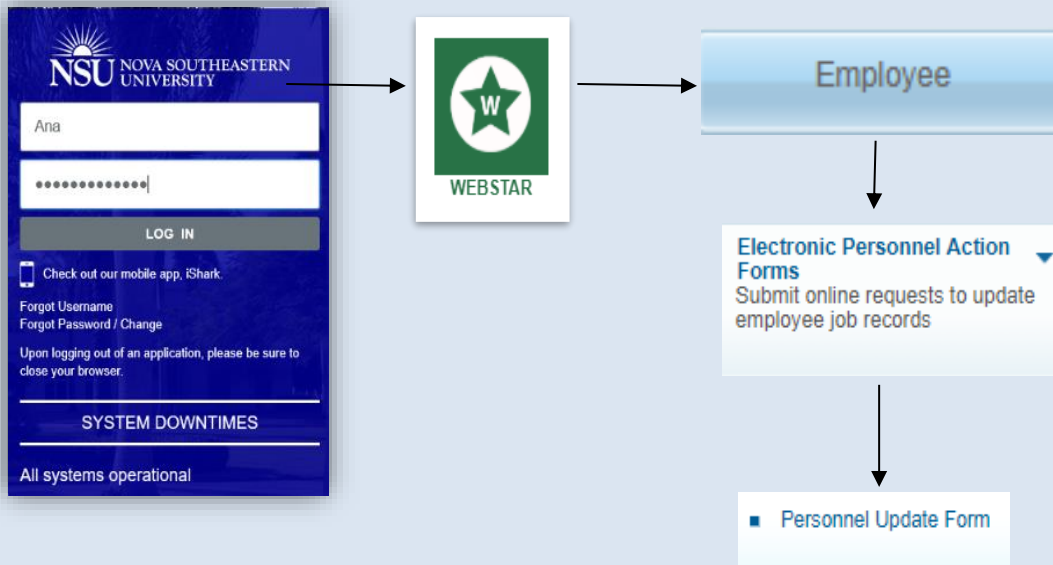


PAF- Pay Rate Change- Quick reference Guide

1. Personnel Update Form access

The electronic version of the Personnel Update form is intended to streamline updates to active employee records by use of Banner Workflow/EPAF automation for regular employees, student employees, and temporary employees, and to provide status notifications to the originator from begin to end of the transaction.

Note: Google Chrome is the required browser for this form



Personnel Update Form Access:

- 1- Open Google Chrome
- 2- Go to <http://SharkLink.nova.edu>.
- 3- Type Username, Password and click the Log In button
- 4- Click on WEBSTAR
- 5- Click on the Employee button → Electronic Personnel Action Forms → Personnel Update Form:
 - a. Type the Employee NSU ID
 - b. Verify the employee name is correct
 - c. Select the Job (the employee can have more than one job) and verify the Type, Position, Suffix, Title, TS Organization Department, Start Date, End Date, Last Paid Date, Status TB, and Grade are correct
 - d. Review the Current Labor Distribution (Banner NBAJOBS)
 - e. Select Job Reclassification in the Proposed Action section

2. Fill out Pay Rate Change



The Proposed Changes to Pay Rate dynamic section is displayed when the originator checks this box in the Proposed Action(s) section. After entering a New Effective Date, this section is to be populated with the **New Hourly Rate** or the **New Annual Salary**. For faculty, faculty administrators and teachers (grade 55, 56 and 58), more information is required so a different view of this section is displayed.

Note: Scheduled Hours and Pay Rate changes cannot be submitted simultaneously unless they are part of a Job Reclassification request.

Pay Rate Change

Proposed Changes to Pay Rate

Current Scheduled Weekly Hours:

Current Number of Pays:

Enter Proposed Changes below:

* New Hourly Rate: New Annual Salary: New Bi-weekly Salary:

*Minimum wage Validation

New or calculated hourly rate should be \geq the minimum wage field. If hourly rate is less than minimum wage, the workflow will display a pop-up warning message.

a) Proposed Changes to Pay Rate for Regular Employees (excludes Faculty, Faculty Administrators and Teachers)

The following fields are prepopulated from Banner (NBAJOBS):

- Current Scheduled Weekly Hours (read only)
- Current Number of Pays (read only)

Originator enters either the **New Hourly Rate** or the **New Annual Salary**. Once either value is entered the other is calculated accordingly, as well as the **New Bi-weekly Salary**.

- If the originator enters the new hourly rate, then the **New Annual Salary** = Hourly Rate * (Current Scheduled Weekly Hours x 2) x Current Number of Pays
- If the originator enters the **New Annual Salary**, then the **New Hourly Rate** = Annual Salary / (Current Scheduled Weekly Hours x 2) x Current Number of Pays

Tip: **The New Biweekly Salary** = new annual salary / number of pays

Pay Rate Change

Proposed Changes to Pay Rate

Current Scheduled Weekly Hours:

Enter Proposed Changes below:

Effective pay period begin date: * pay per contract in * equal installments.

New Annual Salary: * New Bi-weekly Salary:

Effective pay period begin date: * adjust pay spread to pays.

New Annual Salary: * New Bi-weekly Salary:

a) Proposed Changes to Pay Rate for Faculty, Faculty Administrators and Teachers (grades 55, 58 and 56)

The following field is prepopulated from Banner (NBAJOBS):

- Current Scheduled Weekly Hours (read only)

This view includes fields to be populated with the “spread” instructions for the current and the next contract year (period) :

- **Effective pay period begin date:** (for the first period), the date must match the start date of a pay period
- **Pay per contract:** (for the first period) enter the number of pays corresponding to the first spread
- **New Annual Salary:** (for the first period) enter New Annual Salary corresponding to the first spread
- **New Bi-Weekly Salary:** will be calculated = New Annual Salary / Pay Per Contract
- **Effective pay period begin date:** (for the second period), the date must match the start date of a pay period
- **New Annual salary** (for the second period) enter New Annual Salary corresponding to the second spread
- **New Bi-weekly Salary:** will be calculated = New Annual Salary / Pay Per Contract

Tip: If the employee is not on a special pay spread enter the same information for both periods

3. Attachments

Attachments

- * New Contract/Supporting Documentation: [Attach](#)
- * Recalc Sheet [Attach](#)

For Faculty and Administrative Faculty positions only:

- 1- New Contract/Supporting Documentation - pdf format only

Teacher positions only:

- 1- New Contract/Supporting Documentation - pdf format only
- 2- Recalc Sheet – pdf or Excel format

4. Completing the Retroactive Changes (Details)

This is a Dynamic grid, and only displays when the user (originator) enters a retroactive New Effective Date (new effective date is on or before the employee's Last Paid Date).

Retroactive Change(s) Details

Based on the Effective Date you entered, a retroactive change is required.

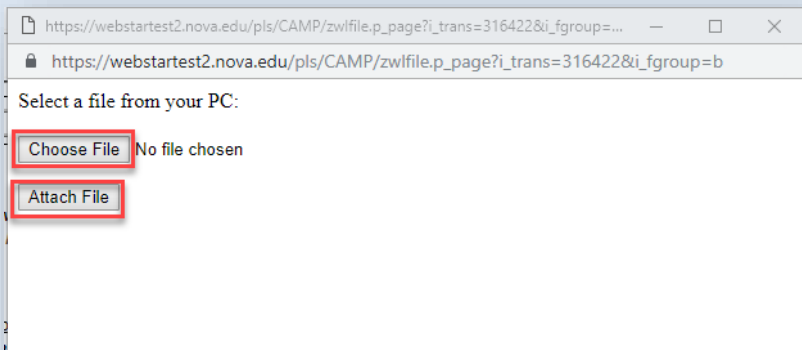
Enter comments for Payroll:*

For Retroactive Labor Redistribution(s) only:

Attach redistribution spread instructions for Payroll (include all affected pay periods): [Attach](#)

****IMPORTANT**** Enter end date only if the proposed changes to labor distribution end before the current pay period. If no end date is entered, the proposed changes will affect the current and future payrolls.

Labor Redistribution End Date:



For Retroactive Labor Redistribution(s) only:

Attach redistribution spread instructions for Payroll (include all affected pay periods): [Attach](#)

[bannershortcutkeysquickreference.pdf](#)

[View](#) [Delete](#)

All retroactive distributions are manually handled by the Payroll Department.

Section 1: Enter comments for Payroll field

This is a mandatory field that should include special instructions needed for Payroll to process the request correctly; including pay #s, org #s along with corresponding percentages, etc.

Sample Labor Redistribution spread:

For example, the spread information should look like for the pay period if the changes do not start at the beginning and or does not continue to the end of a pay period.

Pay #: 4	Index # & %: 331XXX-50%/33
Pay #: 5-7	Index # & %: 331XXX-100%

Section 2: For Retroactive Labor Redistribution(s) only

This section allows the originator to attach an excel spread sheet detailing what the spread should be if the effective date of the retroactive request begins and/or ends in the middle of a pay period.

Payroll is unable to set the spread by day, so the spread needs to be calculated for the entire pay period. See sample Labor Redistribution Spread above.

How to attach document:

- 1- Click on the Attach link (next to Attach redistribution spread instructions for Payroll)
- 2- Click on the Choose File button
- 3- Select the file from your computer
- 4- Click on the Attach File button

5. Changes to Home and/or Check Distribution Org/s

- 1- **The Home Org**, controls the employee's location in SharkTalent
- 2- **Check Distribution Org**, controls the employee's location in SharkTime
- 3- **Employee's job location**, is displaying the current employee Location, and you can select the employee's new location from the drop down menu.

Remember: avoid using orgs that start with a 3* as they often expire

Changes to Home and/or Check Distribution Org(s)

Note: The Home Org controls the employee's location in SharkTalent and the Check Distribution Org Controls the employee's location in SharkTime. Please avoid using orgs that start with a 3* as they often expire.

Item	Current value	New Value
Employee's Home Org (SharkTalent)	113406	
Employee's Check Distribution Org (SharkTime)	113406	
Employee's Job Location	02TOWE-Tower Bldg	

****IMPORTANT**** Enter end date only if the proposed changes to labor distribution end before the current payroll the current and future payrolls.

Labor Redistribution End Date: mm/dd/yyyy



- 01ADMS - Administrative Services Bldg
- 01ASLI - Sherman Library Bldg
- 01CCCR - Ctr For Collaborative Research
- 01COMM - The Commons Res Hall Bldg
- 01CSUP - Campus Support Bldg
- 01DAUE - USchool Dauer Bldg (Middle)
- 01DENT - Dental Medicine Bldg
- 01DESA - Carl DeSantis Bldg
- 01DTUC - Don Taft Univ Center Bldg
- 01EPST - Epstein Arts Bldg
- 01F100 - Family Center Bldg 100
- 01F200 - Family Center Bldg 200
- 01HORV - Horvitz Bldg
- 01HPD1 - HPD Assembly 1 Bldg
- 01HPD2 - HPD Assembly 2 Bldg
- 01HPDA - HPD Auditoriums Bldg
- 01LGOO - Leo Goodwin Hall Bldg
- 01LILA - HPD Library/Lab Bldg
- 01LOWE - USchool Lower Bldg

Changes to Home and/or Check Distribution Org(s)

Note: The Home Org controls the employee's location in SharkTalent and the Check Distribution Org Controls the employee's location in SharkTime. Please avoid using orgs that start with a 3* as they often expire.

Item	Current value	New Value
Employee's Home Org (SharkTalent)	113406	
Employee's Check Distribution Org (SharkTime)	113406	
Employee's Job Location	02TOWE-Tower Bldg	

6. Position Funds Transfer (PFT) Approval Information

This dynamic section is displayed for any personnel updates unless the current and proposed changes to labor distribution are 100% funded by orgs that start with the number 3.

If a PFT form is required, it must be submitted and approved prior to submitting a personnel update request, as in the current paper process.

Position Funds Transfer (PFT) Approval Information

Was a PFT submitted?

Enter Approved PFT# (Approved thru the PFT Workflow)

OR, Enter Transfer Effective Date of Budget Approved PFT (If approved outside the PFT Workflow)

Position Funds Transfer (PFT) Approval Information

Was a PFT submitted?

A PFT was not submitted so this request will be routed to the Budget Office for their review. Please enter a comment: *

Initially, the user is asked whether a PFT was submitted: **Was a PFT submitted? Y/N**

Then, the user (Originator) should select one of the following answers:

- If Yes is selected, the form displays two fields, one of them being mandatory:
 - Enter Approved PFT # (Approved thru the PFT Workflow) – information will be automatically validated against the PFT Workflow **(not in Production at this moment)**
 - OR, enter Transfer Effective Date of Budget Approved PFT (If approved outside the PFT Workflow)
- If No is selected, the form displays a mandatory field and the request is routed to the Budget Office for their approval:

A PFT was not submitted so this request will be routed to the Budget Office for their review. Please enter a comment:

7. Office of Sponsored Programs Policy Attestation



This dynamic section is displayed in the form, when any Sponsored Program orgs are involved in the request (orgs have "CAG" in their Location field in Banner).

Office of Sponsored Programs Policy Attestation.

This change affects a Sponsored Program. Per the Office of Sponsored Programs Policy: "It is the responsibility of the College/Center to obtain and maintain documentation of Principal Investigator/Project Director review and approval prior to forwarding to the Office of Human Resources".

* I attest that I have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity.

Check the attestation Check box ***"I attest that I have documentation on file indicating that Principal Investigator/Project Director has reviewed and approved this activity."***

8. Submit and Cancel button



Remember: If you submit the form before selecting options or checking the sponsored programs box the system will display a warning pop-up and not allow you to submit the Personnel Update form.

9. Informational Emails

The Personnel Update workflow sends various informational emails to the user (originator), with information if the form was sent, if the form has been approved or denied, or if the form process has been completed

With the following subjects:

- 1- Submitted: PAF LD Update for Center 02D – last name, first name (N#) - Effective 03/05/2019 - 992916-00-EX55
- 2- Update : PAF RATE Update for Center 02P – last name, first name HR(N#) - Effective 04/01/2019 - 999526-00-EX85
- 3- Processed: PAF LD Update for Center 02D – last name, first name (N#) - Effective 03/05/2019 - 992916-00-EX55

All emails contain all the information supplied in the Personnel Update form by the originator

Remember: if a task is denied by error, the process will be terminated, and the originator will need to submit a new Personnel Update Form to start the process again.