



Monthly Faculty & Staff PAA Template

Instructions on how to complete the Template

Purpose

This template was set up by the Office of Research Administration to facilitate with Payroll Accounting Adjustments for monthly faculty and staff. NOTE: ONLY THE ORANGE FIELDS SHOULD BE COMPLETED. The GREEN FIELDS have formulas and will automatically calculate.

Steps:

				Employee:	1		
				Pay Period:	2		
Pay Components							
Pay Dates	3	4	Paid				
Base	-	-	-	Annual Pay 1:	5	-	
Sick	-	-	-	Annual Pay 2:	6	-	
Vacation	-	-	-				
Holiday	-	-	-				
FH	-	-	-				
Admin Leave	-	-	-				
Hrs Worked	-	-	-				
				Pay Dates			
				7			8
				9			10
				Total Days			

1. Enter Employee name to preserve the reference.
2. Enter the Pay Period being addressed.
3. Enter the last day of Pay Period.
4. If the award starts/ends in the middle of the Pay Period, #3 should be the end date of the award and #4 the end date of the Pay Period.
5. Add the Base Salary.
6. Add the Base Salary again. Note: If there is an increase in the Annual Base Salary because of crossover, make certain you add the new base salary.
7. Enter the Pay Period Dates. Example:
 - a. 06/01/19-06/29/19 – 21 days
 - b. 06/30/19 – 6/30/19 – 1 day
 - c. This should be consistent with #3 & #4.
8. Insert the number of WORKING DAYS (including HOLIDAYS) in the pay date range you identified in #7. (Example: 21 days).
9. If the award starts/ends in the middle of the month, enter Pay Dates here. (Example: Award starts 06/30/19. Therefore you would add 06/30/19 in #9. This should be consistent with #3 & #4.
10. Insert the number of WORKING DAYS (including HOLIDAYS) in the pay date range you identified in #9.

Continue to fill out the bottom half of the template. Enter information only in the ORANGE FIELDS.

Each column should always equal 100%

Amount Paid:	Current Pay Distribution:			Percentage Effort Distribution			JE Needed
	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	
	Monthly Pay			# of days			
	1/0/1900	1/0/1900	Total Pay	1/0/1900	1/0/1900	Total Pay	
Worktag 28:	11	12	13	14	15		0
Base			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Sick			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Vacation		16	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Holiday			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
FH			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Admin Leave			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Worktag 29:		0.000%	0.000%	0.000%	0.000%		0
Base			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Sick			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Vacation			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Holiday			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
FH			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Admin Leave			-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

PAAs ARE NEEDED FOR THESE AMOUNTS.

16

11. Enter the Worktag Value.
12. Enter the percent effort of the current Pay Distribution.
13. If award starts in the middle of the month, enter the percent effort of the current Pay Distribution in this column.

Continue adding the Worktag Values and the Percent Effort on the Current Pay Distribution Side of the template, as needed.

Continue adding the Percent Effort on the Percentage Effort Distribution side of the template, as needed.

14. Enter the Percent Effort in the Effort to Pay column.
15. If applicable, enter the Percent Effort in the Effort to Pay column.
16. The column on the far right (JE NEEDED) will indicate the PAAs that are required.

Repeat, as needed.