Monthly Faculty & Staff PAA Template

Instruction 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:**

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. 06/01/15-06/29/15 – 21 days
   b. 06/30/15 – 6/30/15 – 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 06/30/15. Therefore you would add 06/30/15 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.
11. Enter the Legacy 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 Legacy 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.