

# **Filling Out and Submitting a PA Form for Faculty Hires**

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# **Brought to you by HRIS (HR Information Systems)**

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# Life cycle of a PA (short-term)

1) An IL Tech employee fills out a PA form and sends it to [hrpa@iit.edu](mailto:hrpa@iit.edu)



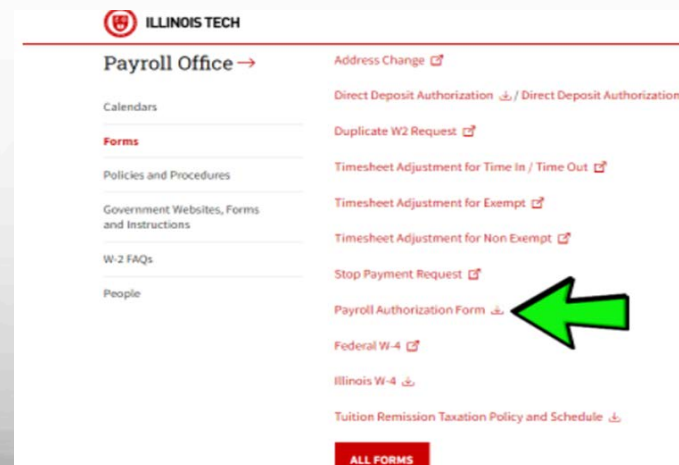
2) HRIS manages [hrpa@iit.edu](mailto:hrpa@iit.edu), processes your PA, and then sends signed documentation/authorization to **Payroll** for payout...



{HRIS, L to R = George Lara, Kristi Harreld, Marko Lazovic}

# Before: set aside time and gather info to help you complete your PA:

- **Payroll Calendar.** Super important! Start as early as you can. Also during the academic year, the 15th of the month is a deadline for Faculty PA submission for PAs.
- **Employee information:** **Banner and** Account Charts and Codes
- **PA form:** go to Forms | Illinois Institute of Technology (iit.edu). This link will take you to the page below. Once there, scroll down and click on the words Payroll Authorization Form, which takes you directly to the form, which is auto-fillable:



# Begin filling out the PA: top section

This includes employee's info (FN, LN, A#) and other critical information. Simply type into the boxes to enter and tab across.

**Note:** PLEASE double-check the CWID (aka, A#), matching the correct employee A# to the employee's name.

**Payroll/Personnel Authorization Form**

ILLINOIS INSTITUTE OF TECHNOLOGY

Shaded fields are required. Email HR ([hr@iit.edu](mailto:hr@iit.edu)) or Student Employment ([seo1@iit.edu](mailto:seo1@iit.edu)) with questions about when and how to complete a Payroll Authorization.

Last Name:	<input type="text"/>	Campus:	<input type="text"/>	Date Prepared:	<input type="text"/>
First Name:	<input type="text"/>	Department:	<input type="text"/>	Employee Type:	<input type="text"/>
CWID:	<input type="text"/>	Title:	<input type="text"/>	Reason:	<input type="text"/>
J4H ID (student jobs only):	<input type="text"/>	*Supervisor:	<input type="text"/>	Replaces:	<input type="text" value="(if new hire)"/>

# Middle section:

- Consult Payroll calendar for effective date(s). **Effective date = when you want the employee to be paid.** Ex: faculty must align with once-monthly pay (9/1/22 effective; 9/30/22 end)
- It's also crucial to get amounts correct, as well as all elements of the FOAP:

F = fund

O = org

A = account

P = program

If New Hire/Rehire:	If Change:	If Single Payment:	If Termination:
Add to Payroll: \$ <input type="text"/>	From: \$ <input type="text"/> To: \$ <input type="text"/>	Amount: \$ <input type="text"/>	Effective Date: <input type="text"/>
Per: <input type="text"/>	Per: <input type="text"/> Per: <input type="text"/>	Payment Date: <input type="text"/>	
Effective Date: <input type="text"/>	Effective Date: <input type="text"/>	Explain reasons for single payment in comments section and attach related documentation.	
End Date: <input type="text"/>	<small>Student employees are paid hourly. (Exceptions: GAs RAs, and TAs)</small>		

FOAP Information	FUND	ORG	ACCT	PROG	PERCENTAGE
Contact your budget administrator for <a href="#">FOAP information</a> . If split between multiple FOAPs, make sure they total 100%.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>For FWS students, assign 100% to your department FOAP/s.</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

- ... and tally percentages correctly.



# Lower middle/bottom section:

Prepared By:  Phone Number:  Email:

Comments:

Documents Attached:  Direct Deposit Authorization  Completed I-9  W-4s  Other (specify):

**Approvals** \*Two approvals required, one of which must be the employee's supervisor.

\*Supervisor:  Signature  Date  Dept. Head/Budget Mgr:  Signature  Date   
printed name:  printed name:

V.P./Dean:  Signature  Date  HR:  IIT Budget Dept.:

printed name:

\*Must be employee's supervisor. Other authorized timesheet approvers can be assigned as proxies by the supervisor through the MyIIT portal.  
Student Employment: Completed **student** Payroll Authorizations should be scanned and sent to the Student Employment Office, seo1@iit.edu.

- PAs require authorizations from the supervisor and department head. If the position receives any type of grant funding, it needs to be approved by the Grants Accounting Department **BEFORE** you send it to HRPA.
- For a PI (primary investigator), make sure grant fund(s) are effective for your effective dates.





## Wrapping up: PA checklist...

- Make sure to give yourself enough time both to fill out the form and submit it to HR for processing before payment date. **Proofreading tip:** re-read the PA from BOTTOM to TOP (reverse order!) to look for possible errors, such as:
  - A# correct? Does it match the name of the employee who is impacted?
  - Reason(s) correct?
  - Dates correct according to Payroll calendar? Staff or faculty? Correct e-class?
  - FOAP correct? Math/percentages/totals correct?
  - Comments that are concise and help HRIS/Payroll understand the what/why?
  - Sign and save? Multiple PAs in one send – alert us in email?
  - **Send to the correct approver(s)? THEN send to hrpa@iit.edu?**



# References

- Payroll Calendars. Choose the correct one for your PA (staff = BW; faculty = monthly). <https://www.iit.edu/payroll/calendars>
- PA Form (scroll to middle of page) = <https://www.iit.edu/payroll/forms>
- Account Charts and Codes = <https://www.iit.edu/controller/banner-account-charts-and-codes>
- EPAFS = <https://www.iit.edu/payroll/policies-and-procedures>
- Send completed (already signed) form to [hrpa@iit.edu](mailto:hrpa@iit.edu)