PAF Instructions

**Action Information** – Select from category

**Effective Date of Action** – List beginning and end dates (dates usually given by Jan Parker). These jobs are now hourly so think about when someone will start and end the semester appointment.

**Name** – Complete with name as listed in Banner

**MU #ID, Social Security Number and Date of Birth** – Information can be found in PPAIDEN

**Home Department Name** – Name of employing department

**Home Department Org Code** – Org number of employment department

**Job Location** – Select from category

**Position Number** – Access position numbers in NBIPORG starting with "G"

**Job Title** – Should match position number

**Hourly Rate** – List hourly rate of pay

**Hours per Week** – Should be 10 or 20

**Supervisor Position #** - Position number of individual who will be supervising position

**Supervisor Name** – List name of individual who will be supervising position

**Supervisor MU#** - List 901 number of individual who will be supervising position

**Fund/Org # Information** – Can be found in NBAPBUD

**Remarks** – List any additional information about the position (i.e. course number for Graduate Teaching Assistant). Add an amount which the employee is expected to earn (hours per week X weeks of work X hourly rate).