

Personnel Action Form Training
July 30th & August 2nd, 2007
Questions and Answers

Q: What is the process to request a 999 number for employees who have requested a Social Security Number?

A: Students - the Registrar/Bursar office will provide 999 social security numbers
Faculty & Staff - fax a copy of the PA form to Payroll @ 49-41728; Carol Windler from Payroll will call the individual listed as the Business Office Contact with the 999 number

Q: What format should the CUL be for the PA form and Contract form?

A: The CUL on the PA form should be 100.00 which = 100% or 50.00 which = 50%; the Contract FTE field can be the same to be consistent.

Q: Should the Org. Management – position request form be attached to the contract or PA form?

A: Based on the B@P process, the position request form should be attached to the contract and offer letter.

Q: Is a revised Fellowship Action (FA) form needed if previously processed with insurance divided evenly over all months instead of ½ in the first month of each semester?

A: A revised FA form should be processed. The fellow is required to pay ½ of the insurance at the beginning of each semester.

Q: What Personnel Number (PERNR) do we use on the PA form if you have a rehire action and the individual has two positions in withdrawn status?

A: If one of the withdrawn positions closely match the position the employee is being rehired into, use that position, if none of the withdrawn positions closely match the position the employee is being rehired into, then choose any one.

Q: What t-code can I used to view visa expirations?

A: T-code ZHR_I9_Visa_Report can be used to look at individual's visa expiration dates in your organization unit.