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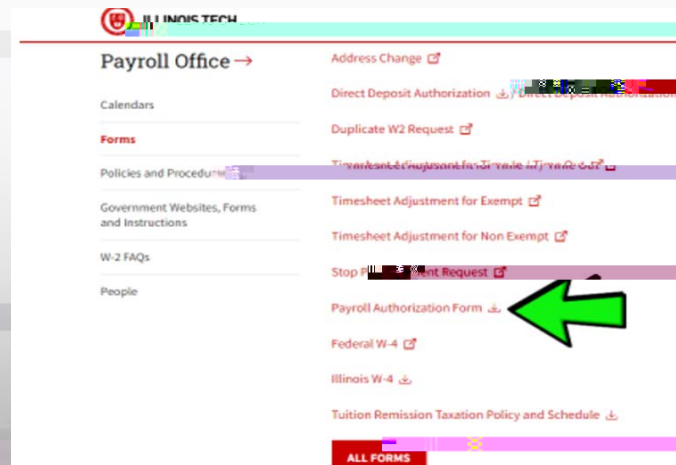
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Before: set aside time and gather info to help you complete your PA:

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

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	PRG	PERCENTAGE
Contact your budget administrator for FOAP information . 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"/>
For FWS students, assign 100% to your department FOAP/s.	<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:

The screenshot shows a web form for a Position Authorization (PA) request. The form includes several fields and buttons. At the top, there are fields for 'Printed Name', 'Comments', and 'Approve'. Below these are 'Save' and 'Print' buttons. The 'Approve' button is highlighted in red. The form also contains various other fields and a large block of text at the bottom.

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 HRP.

For a PI (primary investigator), make sure grant fund(s) are effective for your effective dates.



10/10/10

10/10/10

10/10/10

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ILLINOIS TECH

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