



## Human Resources

### Additional Pay PAF & Concurrent Hire PAF

**Basic Principles:** Both forms function to establish an appointment. This document outlines general functional features and appropriate uses at UMKC.

**Hint:** Try not to confuse the form and the earn code. The earn code for extra comp is used on both.

#### Additional Pay PAF

- The additional Pay PAF or ePAF is a Personnel Action not a payroll form.
  - An additional Pay PAF will not stand on its own. An Additional Pay PAF creates an appointment that ties to an already active job record.
  - An additional Pay PAF will not issue pay if it is tied to a job record that is on unpaid leave or terminated status.
  - Security for Additional Pay is based on the Dept ID for the job record to which it is tied. To check the payroll you need to work the HRF for the DEPTID on the “main” appointment PAF.
  - No FTE is associated to an additional pay record.
  - Additional pay should not be used for a long term recurring payment.
  - Cannot use an additional pay form to pay a lump sum to an hourly paid non-exempt employee. Remember, hourly paid employees are paid for hours worked, even if you feel those duties may be exempt. DOL looks at ALL duties in ALL jobs. If the preponderance of duties are non-exempt. All duties are paid on an hourly basis.
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- **Some Valid use of Additional Pay PAF**
  - To issue pay to a current employee who performs a onetime service or completes a project for which compensation is necessary. (Review last bullet above.)
  - To indicate summer pay for 9 month faculty.
  - KCUR Commission Sales Pay
  - Physician Incentive pay at Dental school

### **Concurrent Hire PAFs....**

- Create job records, which stand on their own.
- Represent a job or position of some duration.
- Allows security for PS and Web time viewing and verification.

Remember:

- Earn codes used for extra compensation can be used on the concurrent PAF. All normal processes related to extra comp remain in effect. (Hiring Committee forms and extra compensation form for payments over \$1000.)
- The HRF **must** effectively manage the possible intermittent status of the concurrent job record either using terminations or the LOA/SWB. Note: the short work break option is available typically **only** to non-benefit eligible appointment records for academic positions.
- Notice the references to job “records”. It is important that you recognize the “ninth” number in an emplid as the job record and understand this when submitting PAFs.

**Example:** Full time Ben Eligible who is to receive extra comp.

Emplid 12345678-0 (Job Record is 0) full time Benefit eligible position

Emplid 12345678-1 (Job Record is 1) the extra compensation appt.

Job Record number 1 may be placed on a short work break leave or be terminated without affecting benefits status as this appointment alone, record 1 does not provide the benefit eligibility nor is it retirement creditable.

### **Questions to ask when trying to determine forms and processes to follow.**

#### **Is the person already in a Benefit Eligible Appointment?**

**Yes** – Then this payment is Extra Compensation.

**No** – Follow normal process to add to the main non-benefit eligible appointment, hire a concurrent job, or additional pay. To determine which ask the following:

#### **Does this payment represent a one-time payment for a project completed?**

**Yes** – Then it is likely processed on an additional pay form. If non-benefit eligible and hourly, remember, that person **cannot** be paid by the project (aka lump sum payment), he/she **MUST** be paid by the hour. If the person is non-benefit eligible and exempt, then he/she may be paid through the additional pay process. If over \$500, will require a Salary Increase Request form.

**No**- I need to pay this for a whole semester or longer.

Then this represents a job, that anyone might be qualified to perform, however we have the expertise in house, as it were. If the person is Benefit Eligible, then it is Extra Comp, processed on a concurrent hire PAF and must go through hiring committee approval. It does require a valid position number and should be coded as extra comp. The term “Extra Comp” only applies to an employee who is currently benefit eligible. It may mean extra money to you or the person you are working with, but always know when processing, the definition only applies to an employee currently benefit eligible.

**Additional Information.** If a benefit eligible employee of any type is taking on additional duties for several months, then it is a salary increase form. If the duties are taken on permanently, approved through Salary Increase Request form.

Please Note: If a non-exempt, hourly paid employee takes on duties that are of the same nature he/she currently performs, an increase is typically not warranted. For example if an Office Assistant IV is able to assist a faculty member who has a new grant. This is the same type of work. We understand that there are times when a person may be able to take on some extra work, however if currently working a 40 hour week and works more hours related to this extra work, then that employee is compensated through overtime or compensatory time.

If the duties are taken on for a temporary period or interim title change, it is still a Salary Increase Request form, however an offer let for academic, or MOU for Staff is required for the PAF and should not be presented to the employee for signature until after the Salary Increase Form is approved.