Human Resources

Additional Pay PAF & Concurrent Hire PAF

Effective immediately: Additional appointments/jobs for currently active employees that are to remain active longer than two pay periods should be processed as a concurrent job.

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

Additional Pay PAF

- The additional Pay PAF is a Personnel Action Form not a payroll form.
- If you process an additional pay form **after** the intended pay date or after deadlines for that pay date, you still need to add to the payroll with a payroll changes 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. You **must** coordinate the Web Time verification of salary or posting hours with HRF that owns the job record to which it is connected.
- 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 non exempt hours worked.

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.
- Used to set up rows for shift differential.
- KCUR Commision

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. (Justification forms and extra compensation form for payments over $1000.)
- The HRF **must** effectively manage the possible intermittent status of the concurrent job record either through the use of terminations or the LOA/SWB. Note: the short work break option is available typically **only** to non-benefit eligible appointment records for academic positions. Use outside of this definition must be approved by HR.
- 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 PAF turnarounds.

  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, does not provide the benefit eligibility.