

Procedures - PR40

The PR40 is used for all employment actions; a variety of miscellaneous employee actions, i.e. one-time pays, employee leave actions, supervisor changes, recognition bonus pays, etc.; and to initiate classified pay actions under Compensation Reform, i.e., in-band adjustments, competitive salary offers, temporary pay, etc. These actions are noted at the top of the form.

There are two addendums to the PR40 procedures. Both are for reference when processing classified pay actions under Compensation Reform. There is a reference sheet for both Competitive and Non-Competitive pay actions. For each pay action identified, pay restrictions, the approving authority and the required documentation is noted.

To complete the PR40:

1. Complete the information at the top of the form to identify the affected position(s) and the effective date(s) of the action. Also, check the appropriate box(es) to indicate the type of employment or personnel action(s) to be taken.

Check the box for "Blanket Authorization Request" only if you are attempting to apply the same action to multiple employees of the same role, pay rate, etc. The blanket PR40 form contains all the information which is the same for the affected employees and it is this PR40 which will be signed for approval. Attach to the PR40 a listing of the names, social security numbers, and position numbers (if applicable) for all employees impacted by the action of the PR40.

2. Complete Section I to provide personal information for the affected employee.

Also noted in this section is the supervisor for the affected position. This is also the space to indicate the new supervisor for a position when processing a "Supervisor Change" action.

3. The information in Section II provides funding/payment information and for classified pay actions under Compensation Reform, information required to monitor these actions for compliance with the RU Compensation Plan and state guidelines.

Also, in this section, indicate the appropriate budget code(s) for the pay action(s) and, if necessary, any comments or special instructions necessary to appropriately process the action.

There is space to indicate up to three budgets with associated percentages for split-funded positions.

4. If the position is supported - completely or partially - by sponsored program funds, an approval signature of the project director/account manager and a representative of the Office of Sponsored Programs and Grant Management is required in Section III.
5. The signature approvals required in Section IV vary per area depending on the vice president's authorizations.

The president's signature is required only if the vice president is the appointing authority.

Human Resources will receive the approved form last and will fax a copy to both Budget and Payroll.

If any changes were made to information noted on the PR40 during the approval process (i.e. salary adjustment, wage rate change, dates, etc.), a "corrected copy" of the PR40 will be returned to the initiating department.

For classified employee pay actions that are reviewed by the University's Compensation Committee, Human Resources will obtain the appropriate signature at the time the vice president provides his/her final approval.