

Filling out the Payroll Certification Adjustment Form (PCAF)

The following information is provided to assist with the proper completion of the PCAF. This will help ensure that your requests are processed timely, and will not have to be sent back for correction or clarification.

- **Requested Pay Period**
 - The pay period number in which the payment is to be made (1701, 1702, etc.).
- **Employee Current Hire Date**
 - The most recent hire date for the job record indicated below (in the detailed rows).
- **Pay Groups**
 - PEU – Exception Hourly
 - POH – OPS Hourly
 - POS – OPS Salary
 - PS3 – 3 Month Faculty
 - PS9 – 9 Month Faculty
 - PSA – Administrative & Professional
 - PSF – 12 Month Faculty
 - PSU – Salaried Exempt
- **Job Record**
 - The employee's job record number which corresponds to the payroll adjustment being made.
- **Earnings Code**
 - REG – Regular Earnings
 - PPH – Prior Period Hours
 - OVT – Overtime (These hours will be paid at time and a half)
- **FTE (Full Time Equivalent)**
 - Enter the employee's FTE as indicated in job data.
- **Hourly/Biweekly Pay**
 - For hourly employees, enter their standard hourly rate as indicated in job data.
 - For salaried employees, enter their standard biweekly salary as indicated in job data.
 - *DO NOT PRORATE THE RATES OF PAY.*
- **Combo Code**
 - This is only to be used for a *ONE TIME* combo code override – this *WILL NOT* replace the employee's normal distribution.
- **Inclusive Dates to be Paid**
 - Enter the actual inclusive dates to be paid (first day to last day).
 - Example: If the pay period is 04/21/17-5/04/17 the date range on the PCAF could be entered as:
 - If the hire date was 4/24/17 - Inclusive dates would be 4/24/17-5/04/17
 - If the termination date was 4/28/17 - Inclusive dates would be 4/21/17-4/28/17
 - If the employee was eligible to work the entire pay period, but only worked 4/24/17-4/26/17 - Inclusive dates would be 4/21/17-5/04/17