Filling Out and Submitting a PA Form for Faculty Hires

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Brought to you by HRIS (HR Information Systems)

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Life cycle of a PA (short-term)

1) An IL Tech employee fills out a PA form and sends it to hrpa@iit.edu

2) HRIS manages hrpa@iit.edu, processes your PA, and then sends signed documentation/authorization to Payroll for payout...

{HRIS, L to R = George Lara, Kristi Harreld, Marko Lazovic}
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)](https://forms.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-check the CWID (aka, A#), matching the correct employee A# to the employee’s name.
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

… and tally percentages correctly.
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 HRPA.

For a PI (primary investigator), make sure grant fund(s) are effective for your effective dates.
Wrapping up: PA checklist...

- Make sure to give yourself enough time both to fill out the form and submit it to HR for processing before payment date. **Proofreading tip:** re-read the PA from BOTTOM to TOP (reverse order!) to look for possible errors, such as:
  - A# correct? Does it match the name of the employee who is impacted?
  - Reason(s) correct?
  - Dates correct according to Payroll calendar? Staff or faculty? Correct e-class?
  - FOAP correct? Math/percentages/ totals correct?
  - Comments that are concise and help HRIS/Payroll understand the what/why?
  - Sign and save? Multiple PAs in one send – alert us in email?
  - **Send to the correct approver(s)? THEN send to hrpa@iit.edu?**
Payroll Calendars. Choose the correct one for your PA (staff = BW; faculty = monthly. [https://www.iit.edu/payroll/calendars](https://www.iit.edu/payroll/calendars)

PA Form (scroll to middle of page) = [https://www.iit.edu/payroll/forms](https://www.iit.edu/payroll/forms)

Account Charts and Codes = [https://www.iit.edu/controller/banner-account-charts-and-codes](https://www.iit.edu/controller/banner-account-charts-and-codes)

EPAFS = [https://www.iit.edu/payroll/policies-and-procedures](https://www.iit.edu/payroll/policies-and-procedures)

Send completed (already signed) form to [hrpa@iit.edu](mailto:hrpa@iit.edu)