

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-PAY-01**  
**Payroll Action Forms**

It is the policy of the Payroll Office to pay university employees in a timely, accurate manner. A necessary element of employee payment is the Payroll Action Form (PAF). The following guidelines apply:

1. Payroll Action Forms authorize payroll transactions. Payroll checks will not be generated without a properly completed PAF for the individual, despite preparation of time sheets. The PAF must be received in the payroll office by noon of the third working day after the end of the pay period. PAF's received after this deadline will be processed in the next succeeding payroll period. A list of dates that payroll action forms are due in the Payroll Office for processing can be found online at [www.shsu.edu/~pay\\_info/action-form.html](http://www.shsu.edu/~pay_info/action-form.html) .
2. The payroll office is the point of data entry for Payroll Action Forms. Accordingly, only complete PAF's (i.e., forms that have all required signatures, correct employee information, departmental costing information, etc.) will be processed. Incomplete or incorrect PAF's will be returned to the Human Resources Department without being processed.
3. Departments that have non-budgeted positions should prepare PAF's at the beginning of each fiscal year to establish on payroll records those employees in each of the non-budgeted positions.
4. All PAF's received in the payroll office will be recorded upon receipt. Departments should access PAFS01M through NELL to verify the PAF has been recorded in the payroll office.
5. The approximate processing time for a PAF, from departmental origination to entry into the payroll system, is approximately ten days.

Reviewed by: Paige Smith – Director, Administrative Accounting (02/01/09)  
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Next review: 02/01/10