

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

Finance & Operations Policy FO-PAY-01
Personnel Action Forms

The Payroll Office makes every effort to pay university employees in a timely and accurate manner. A necessary element of employee payment is the Personnel Action Form (PAF). The following guidelines apply:

1. Sam Houston State University utilizes an online “electronic” Personnel Action Form (ePAF) process to create, submit and request approval for employees to be placed into the appropriate employment position. Access to the ePAF system is gained by completion of a security access form. A security access form may be requested by the department supervisor from the Payroll Office. Once completed, the form should be returned to the Payroll Office for processing.

2. Personnel Action Forms authorize payroll transactions. Payroll payments will not be generated without a properly completed ePAF for the individual, despite preparation of time sheets. The ePAF must be received in the payroll office by 5:00 pm on the second working day after the end of the pay period. ePAFs received after this deadline will be processed the next available 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 www/info/action-form.html .

3. The Payroll Office is the point of data application for ePAFs. Accordingly, only complete ePAFs (i.e., forms that have all required approvals, correct employee information, departmental costing information, etc.) will be processed. Incomplete or incorrect ePAFs will be returned to the originating department for correction.

4. Departments that have non-budgeted positions should prepare ePAFs at the beginning of each fiscal year to establish payroll records for those employees in each of the non-budgeted positions. Budgeted positions will be renewed annually through the university Salary Planner/Budget Development process.

5. The approximate processing time for an ePAF, from departmental origination to entry into the payroll system, is approximately ten days.

6. Specific information on completing ePAFs can be found through the SHSU Human Resources department or their website.

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Next review: August 31, 2020