

Personnel Action Form (PAF) - Stipends Procedure

Purpose:

RVCDS utilizes a Personnel Action Form (PAF) in Paycom to start and stop all stipends for RVCDS employees.

RVCDS Policies and Procedures Applicable to PAF - Stipends:

- Stipend Philosophy and Travel Stipend

Other RVCDS Resources Applicable to PAF - Stipends:

- Entry Level Salary Schedule
- Job Description
- Request for Salary Increase/Salary Stipend Form
- Any other supporting documentation correlating to the PAF - Stipend

Stipend Start and End Dates:

Stipends are paid bi-weekly and are not pro-rated. Stipend start and end dates must align with pay periods.

- Stipend start date = first day of a two week pay-period (Saturday)
- Stipend end date = last day of a two week pay-period (Friday)

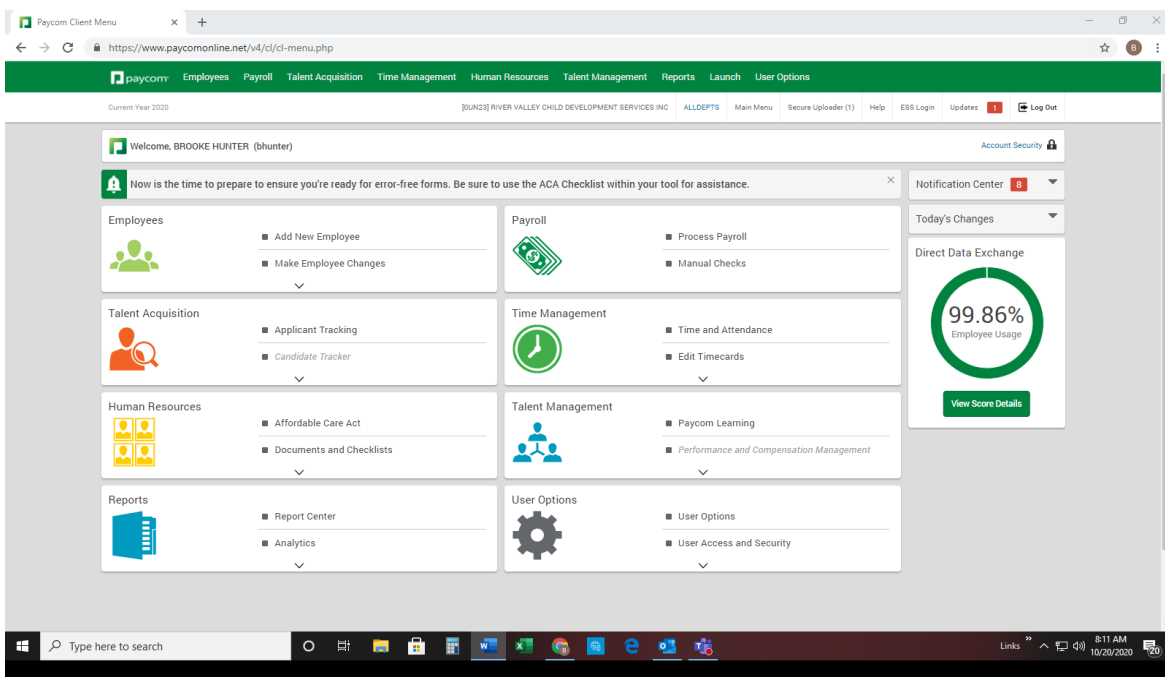
Stipend Retro-Pay:

Stipend start dates and end dates that are dated prior to final approval of the PAF will not calculate retro-pay. Therefore, all stipend PAFs must be submitted at least one week prior to the anticipated start date or end date to allow time for approval. In the event there is an unavoidable cause for back dating the start of a stipend, contact the Director of Operations.

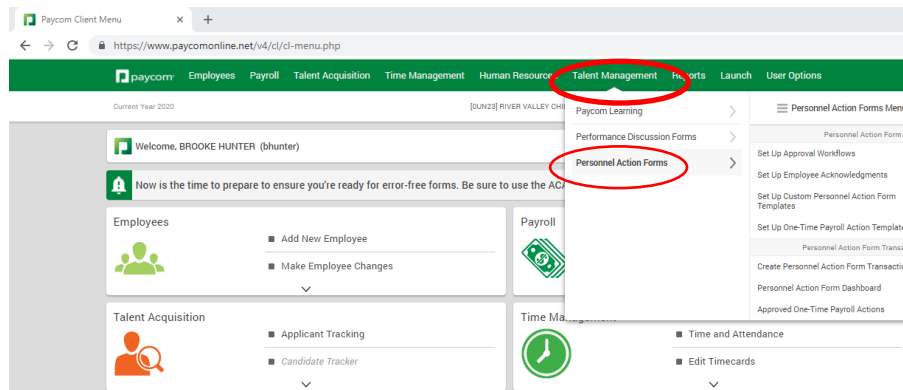
Completion of PAF – Stipends:

Program Directors (P.D.) are responsible for the initiation and accurate completion of the PAF for program staff.

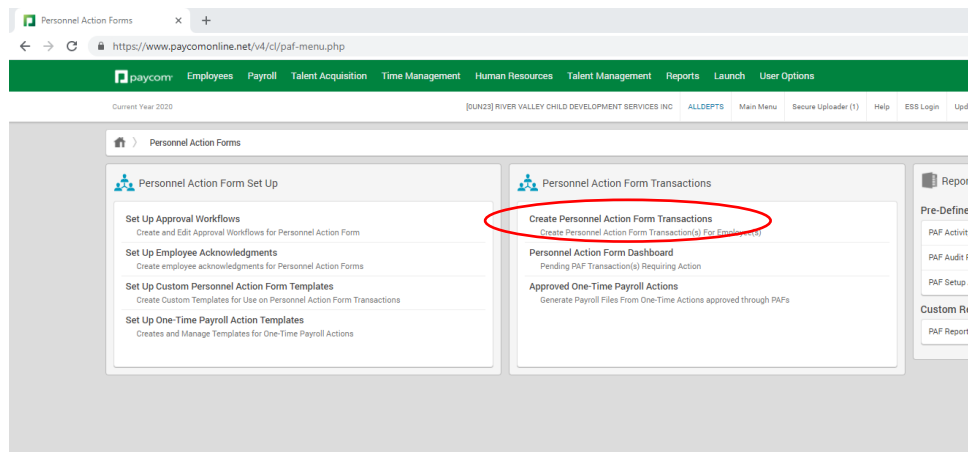
1. Log in to your client access portal of Paycom



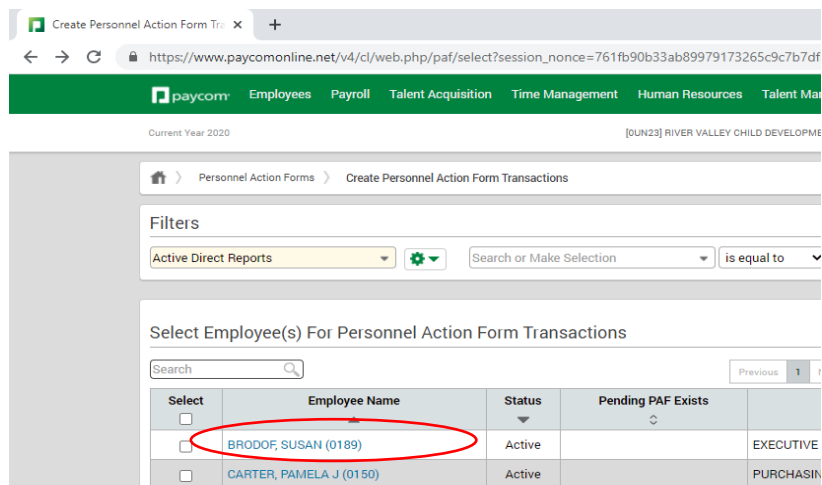
2. Go to “Talent Management” Tab and click on “Personnel Action Forms”



3. Click on “Create Personnel Action Form Transaction”



4. Click the employee’s name for which you are requesting to start or end a stipend



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5. Use the drop down menu beside “Select a PAF action type for your employee” and select “Personnel Status Change Form Changes”

The screenshot shows the 'Create Personnel Action Form' page in the Paycom system. The employee profile for Susan Brodof (0189) is displayed, with Position Title 'EXECUTIVE DIRECTOR', Department 'Administration', and DOL Status 'Full Time'. The 'Select a PAF action type for your employee' dropdown menu is open, showing the following options: 'Personnel Status Change Form Changes' (selected and highlighted with a red circle), 'Position Change', 'Status Change', and 'Termination'. The 'PAF Reason' field is empty, and the 'Effective Date' field is also empty. The 'Display in ESS upon Final Approval' checkbox is unchecked. The 'Comments' field is empty.

6. Use the drop down menu beside “PAF Reason” to select “Stipend”

The screenshot shows the 'Create Personnel Action Form' page in the Paycom system. The employee profile for Susan Brodof (0189) is displayed, with Position Title 'EXECUTIVE DIRECTOR', Department 'Administration', and DOL Status 'Full Time'. The 'Select a PAF action type for your employee' dropdown menu is open, showing the following options: 'Personnel Status Change Form Changes', 'Position Change', 'Status Change', and 'Termination'. The 'PAF Reason' dropdown menu is also open, showing the following options: 'Base Rate Change', 'Job Title Change', 'New Hire', 'RVCDs Classification', 'Stipends' (selected and highlighted with a red circle), 'Termination', 'Transfer to New Program', and 'Transfer within Current Program'. The 'Effective Date' field is empty, and the 'Display in ESS upon Final Approval' checkbox is unchecked. The 'Comments' field is empty. The 'Upload Supporting Documentation' button is visible at the bottom.

7. Enter the effective date for the Stipend – this is the date the new stipend will start or the date the existing stipend will end (remember this will be the first day or the last day of a two-week pay-period)

The screenshot shows the 'Create Personnel Action Form' page in the Paycom system. The employee profile for Susan Brodof (0189) is displayed, with Position Title 'EXECUTIVE DIRECTOR', Department 'Administration', and DOL Status 'Full Time'. The 'Select a PAF action type for your employee' dropdown is set to 'Personnel Status Change Form Changes'. The 'PAF Reason' dropdown is set to 'Stipends'. The 'PAF Approval Workflow' dropdown is set to 'PAF Workflow'. The 'Effective Date' field is circled in red and contains the date '00/00/0000'. The 'Display in ESS upon Final Approval' checkbox is checked. The 'Earnings' section is partially visible at the bottom.

8. Click the green "Update/Add" button beside "Earnings"

The screenshot shows the 'Create Personnel Action Form' page with the 'Earnings' section expanded. The 'Effective Date' field now contains the date '10/31/2020'. The 'Display in ESS upon Final Approval' checkbox is checked. The 'Earnings' section shows a table with columns for 'From' and 'To'. The 'To' column is circled in red, and the 'Update/Add' button is highlighted. Below the table, there are two questions: 'Question #1: Is this a request to start or stop a stipend?' with radio button options for 'Start' and 'Stop', and 'Question #2: Stipend Amount: - Biweekly'.

To **“Start Stipend”** select an unused stipend category

Existing stipends would show listed here, if the employee has an existing stipend. If not, it will not list any existing stipends

Click the green **“Add”** button

- Enter the bi-weekly amount of the stipend in the **“Amount/Percentage”** box
- Enter the start date in the **“start date”** box (the first Saturday of a two-week pay-period)
- If you know the end date for sure, go ahead and enter the end date in **“end date”** box. If the end date is unknown, leave the **“end date”** box set to 00/00/0000. (This will be how you end the stipend at a later date.)
- Click **“Add Allocation”** and select the employee’s program and location then click the green save button.
- Verify information then click **“Update”**

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To **“End Stipend”** click the green **“Update/Add”** button beside **“Earnings”**

Select a PAF action type for your employee * Personnel Status Change Form Changes

PAF Reason * Stipends

PAF Approval Workflow * PAF Workflow

Effective Date * 10/31/2020 (** Any payroll processed on or after this date will include these changes)

Display in ESS upon Final Approval ☒

Earnings From To **Update/Add**

Question #1
Is this a request to start or stop a stipend? *

Answers
☐ Start
☐ Stop

Question #2
Stipend Amount: - Biweekly *

Answers

Locate the stipend you wish to end from the listed earnings/stipends.

Update/Add Earnings

9CV/COVID 19 Health Expenses

Add

Search

Earning Code	Amount/Percentage	Set Limit	Start Date	End Date	Labor Allocation
ST1-Stipend 1	205.00 (Current: \$205.00)	<input checked="" type="radio"/> No <input type="radio"/> Yes 0.00 (Current: \$0.00)	00/00/0000 (Current: 00/00/0000)	00/00/0000 (Current: 00/00/0000)	Add Allocation(s) (Current: Administration [5030] - Main Office [1])
ST2-Stipend 2	205.00 (Current: \$205.00)	<input checked="" type="radio"/> No <input type="radio"/> Yes 0.00 (Current: \$0.00)	00/00/0000 (Current: 00/00/0000)	00/00/0000 (Current: 00/00/0000)	Add Allocation(s) (Current: None)
ST3-Stipend 3	307.70 (Current: \$307.70)	<input checked="" type="radio"/> No <input type="radio"/> Yes 0.00 (Current: \$0.00)	09/12/2020 (Current: 09/12/2020)	00/00/0000 (Current: 00/00/0000)	Add Allocation(s) (Current: Administration [5030] - Main Office [1])

Cancel Update

Enter the end date for the stipend you wish to end in the **“end date”** box (as indicated in graphic on prior page).

Verify Information and click update (as indicated in the graphic on prior page).

9. Answer the following questions.

a. Is this a request to start or stop a stipend?

- i. Select start or stop

b. Formula for calculating stipend

- i. List the formula used for calculating the stipend
1. Example: ¼ of the entry level salary schedule for the position being covered.
 2. Director's discretion – provide explanation for calculating stipend

c. Reason for starting stipend (if request is to start stipend)

- i. List the reason the employee will be receiving the stipend, along with an anticipated timeframe for the stipend being effective.

d. Reason for ending stipend (if request is the end stipend)

- i. List the reason the stipend is ending for the employee.

e. Comments – list additional comments if needed

- 10. Upload supporting documentation** – you may upload supporting documentation, such as a mentor agreement, job description, etc. relating to the stipend being started. Not all stipend requests will have supporting documentation.

The screenshot shows a web browser window with the URL <https://www.paycomonline.net/v4/cl/paf-eechange.php?eocode=0189>. The form is titled "Create Personnel Action Form Tr". It contains a section for "Question #5 Reason for Ending Stipend" with an "Answers" field and a "Comments" field. Below these is the "Upload Supporting Documentation" section, which is circled in red. It includes a "Choose File" button and a "No file chosen" message. To the right of this section is a "Submit and Email" button, also circled in red. Below the upload section is the "PAF Workflow" section, which shows a list of steps and approvers:

Step	Approver	Position	Action
Step HR Coordinator	JOSH MCADOO	HR COORDINATOR	Change Approver
Step Director of Operations	BROOKE HUNTER	Director of Operations	Change Approver
Step Final Approval	SUZI BRODOF	EXECUTIVE DIRECTOR	Change Approver

- 11. Click “submit and email”**

The stipend request is now ready for approval through the PAF workflow. If any corrections are needed, the request will be returned to you and you will receive notification through Paycom.

Review and Approval of PAF – Stipends:

After a PAF is submitted for review, the HR Coordinator, Director of Operations, and Executive Director review the PAF and either approve, or return to Program Director. The Executive Director is the final approver of the PAF. Once the PAF has final approval a notice of approval will be emailed to the Program Director and Employee.

Personnel File Documentation:

Upon final approval, the HR Coordinator will print a copy of the approved PAF form from Paycom and file in the employee’s personnel file.