

The *Payroll Certification Adjustment Form* (PCAF) is used for several purposes including:

- To indicate any changes or additions to previously certified payroll information that has been submitted to the Payroll Department for the current pay period,
- Prior Pay Period Hours (PPH) from more than 5 pay periods ago.

NOTE: The PCAF replaces what was previously certified and submitted.

When submitting a change in hours, additional hours or reduced hours, the PCAF must reflect the TOTAL work hours to be paid for that pay period, not just the changes to the originally certified hours.

The completed PCAF is due into Payroll by no later than 5:00 PM Friday of the week certifications are due. On accelerated payrolls, the deadline will differ. Consult the *Payroll Bi-Weekly Schedule* as needed. Completion of the PCAF is generally self-explanatory, and most fields have “bubble” help and in some cases “pick list” options to assist with the completion of the form.

Points of Note

Distribution to Specific Combo Code – Only provide a combo code if the payment you are requesting is to be charged to a different combo code than the employee's normal default distribution. If it is the default distribution, check the appropriate box indicating this.

Requested Pay Date – Put the pay date for the current pay period.

Env # (envelope number) – The envelope number for the department for which the employee works.

Hours to be Paid – This column contains the total number of hours to be paid in accordance with the FTE for which the employee is to receive payment. Hours certified for more than the current pay period should indicate all of the pay periods being certified under the Comment section. In the event an employee is receiving hours at two different rates of pay and/or FTE percentages, the information must be recorded separately on the PCAF.

Payment Type – Payment Type code specifies that the payment is for Regular, Prior Period Hours (PPH), or Overtime.

FTE (Full Time Equivalency) – The FTE percentage at which the employee is appointed. In the event an employee is receiving hours at two different rates of pay and/or FTE percentages, the information must be recorded separately on the PCAF.

Hourly or Bi-weekly Salary Rate – The hourly or biweekly rate at which the employee is appointed. In the event an employee is receiving hours at two different rates of pay and/or FTE percentages, the information must be recorded separately on the PCAF.

Inclusive Calendar Dates to be Paid – The calendar dates should reflect the pay period(s) being certified. If more than one pay period is being certified, record the begin date of the first pay period and the end date of the last pay period. If the appointment for an employee is just beginning, use the appointment begin date as the first date. If the appointment for an employee is ending, use that as the last date.

Check One – Indicate whether or not the PCAF is to serve as an original *PCAF* or a means of communicating changes to the original PCAF.

Comments – Comments are used to record an explanation of payment as well as the breakdown of hours being certified, if for more than one pay period.

Prepared By – The name of the preparer must be printed on the PCAF. This enables the Payroll Coordinator to contact the appropriate person in case of a question.

Campus Telephone Extension – The campus telephone extension must be completed to enable the Payroll Coordinator to contact the preparer in case of a question.

Authorized Signature – Each account has a designated individual to serve as the Accountable Officer. It is the responsibility of the Accountable Officer to verify the information on the PCAF and sign each PCAF denoting approval to pay those individuals. An employee of a higher authority than the Accountable Officer may sign at any time. The Accountable Officer may also designate other employees to sign the PCAF in the event of the absence of the Accountable Officer.

Date – The date the Accountable Officer signed the PCAF.

Forms are available in the HR Forms Library.