

INSTRUCTIONS FOR PR40 FORM COMPLETION

The current version of the [PR40 Form](#) is located on the Forms section on the HR website. HR recommends this form not be saved as the newest version will always be listed on the HR website at the link listed above. The instructions below are required for all PR40 action types. NOTE: If anything is missing, unclear, or has multiple updates, the PR40 will be returned to the department for correction. Detailed instructions follow:

1. **Department:** List the department for which the work is being completed.
2. **Position Number:** Please include the position number, if known.
3. **Job Title:** List the job title for the work being completed.
4. **Effective Date of Action:** Enter the date the work is projected to begin. This should be a future date since work should NOT begin until all approvals have been received. If the department finds the work began prior to approval, list the effective date and provide a memo stating why the PR40 was not submitted in advance. This memo must be attached to the PR40 to ensure all levels of approvals understand why the paperwork is late. For planning purposes, the employee payroll and paperwork deadline schedule can be found [here](#).
5. **As Soon as Approved:** This field may be used in lieu of the Effective Date of Action, if you want the employee to begin work as soon as the Form is fully approved.
6. **End Date:** Enter anticipated job end date. Work beyond this date is not allowed unless there is a PR40 with the revised end date or a continuation EPAF approved in advance.
7. **Employment Type:** Select the appropriate employment type.
8. **Type of Action:** This column is utilized for current employees in which you would like to make a specific change or hire wage employees. Check the appropriate box. For example, if you are requesting to add a temporary pay to an existing temporary wage or student wage including graduate student positions, select Pay Change under **type of action**. Note: GCPS graduate assistantships and federal work study/scholarship positions are excluded from this process as they are handled through either Financial Aid or the Graduate College.
9. **Leave Type:** This column is utilized for placing employees on an extended leave or returning them from leave if an end date was not previously indicated.

Section I. Personal Information:

1. Enter RU identification number (if one has been assigned); do not use employee social security number.
2. Enter the employee's work location and phone number. If the employee doesn't have an assigned phone number, use supervisor's phone number.
3. Enter supervisor's name, RUID number, and position number.

Section II. Funding/Payment:

1. Requested Amount or Requested Hourly Rate – If applicable, enter the requested amount or hourly rate in accordance with guidance provided by the Human Resources Office.
2. Bonus Pay Amount – If applicable, enter the requested bonus pay amount.
3. Current/Previous Salary – Enter the current/previous salary
4. The FOAP code including the percentage allocation should be completed to indicate the accounting code to which this pay action should be charged.

The FOAP code is a string of numbers used by the financial systems at Radford to retrieve information and financial reporting.

- **F** = fund code. This is the funding source (E&G, Grant, Etc.)

- **O** = organization code. This is specific to your department or program.
 - **A** = account code. Account codes are specific to each type of expenditure. A listing of all account codes can be found [here](#).
 - **P** = program code. The program code is the major purpose of the transaction (General Instruction, Institutional Support, Public Service, etc.).
5. Comments/Explanations are **required** and should include a brief description about the purpose of the request including job responsibilities to be performed. Also, for hourly positions, provide an anticipated average of hours/week an employee is expected to work.

Note: To ensure compliance with the Affordable Care Act (ACA) the statement *not to exceed an average of 29 hours per week* for temporary wage and *not to exceed on average 20 hours a week* for student wage including graduate student employment has been noted on the PR40. Temporary wage and student wage are limited to an average of 29 hours per week according to the Manpower Control Act and **it is for all positions worked at the university combined.**

Note for student wage hire: Student wages may be exempt from FICA, depending upon the student's enrollment. Radford University's [FICA exemption policy](#) provides additional information. The University Payroll Office will verify student enrollment to comply with FICA exemptions.

Section III. Signature Approval:

1. **Project Director or Supervisor/Account Manager:** This signature line is designated for the Supervisor of the employee and/or the Principal Investigator on a grant. Only required if the funding for payment is coming from a grant.
2. **Sponsored Programs:** This is required only if the funding source is a grant or overseen by Sponsored Programs. i.e. Dalton Eminent Scholar Award.
3. **Operational Management:** Department Chair for Academic Areas or department head for non-academic areas.
4. **Administrative Management:** The Dean, Director, or higher level managing the operational area listed in #3.
5. **Senior Management:** The appropriate Vice President Office or direct report of the President.
6. **President:** Signature only needed for positions that report directly to the President or the position reports directly to one of the President's direct reports (e.g., PR40 for AVP).
7. **Budget:** Budget and Financial Planning review and approval is required prior to Human Resources.
8. **Human Resources:** Final approval after review of the request.