

Frequently Asked Questions

1. How do I know if I need to submit a HR/Payroll Action Form?

The HR/Payroll Action form is submitted for employees for the following job changes:

- Job title changes
- Job reclassifications
- Job change in standard work hours
- Reorganizations (change in home organization)*
- Pay rate changes
- Renewal/Extend of funding end dates
- Faculty leaves
- Phased Retirement

**Reorganization is the action reason. Home organization change is the field where the new org code is entered. This action reason is to be used when employees are moving to another home organization or the whole organization is moving from one department to another*

2. How do I complete the different sections of the HR/Payroll Action form?

The following instructions will provide directions on how to fill out each section of the HR/Payroll Action form:

Employee Name Section:

- This section is used for providing basic employee information:
 - Fill out this section with the employee's NUID#, First/Last Name, Position Number and Current Job Title. This section must be filled out for all changes.

Employee Information *Look up position numbers at: <https://prod-web.neu.edu/webapp6/P2BPositionLookup/public/main.action>

NUID	First Name	Last Name	Position Number*	Current Job Title	Employee Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select On ▾

Job/Title Change Section:

- This section is used for changes in:
 - **Job title** – select job “Title Change” from the action/reason dropdown menu. Complete the effective date and new job title.
 - **Change in hours** – Select “Change in Hrs.” from the action/reason dropdown menu. Complete the effective date and standard hours (new standard hours).
 - **Reorganization** – select “Reorganization” from the action/reason dropdown menu. Complete the effective date and Department/Division (new department/division).

- **Job reclassification** - select “Job Reclassification” from the action/reason dropdown menu. Complete the effective date, job grade (new) and new job title (if applicable).

**Note – If you are making a change in an employee’s job as well as pay, you must complete both the Job/Title change section and Initiate or Change Pay section. The effective date should be the same on both sections.*

Job/Title Change

Action/Reason Select One		Effective Date	Standard Hours	Job Grade
New Job Title		Census Code	Job Code	Department/Division

Initiate or Change Pay Section:

- This section is used for changes in:
 - **Pay rate changes to employee’s base pay ONLY** - select the appropriate pay rate change from the Pay Change Action/Reason drop-down menu. Provide the new base pay and effective date. Check the annual or hourly box.
 - **Funding End Date (Changing)** – Select the appropriate funding reason from the Pay Change Action/Reason drop-down menu. Provide the new effective date and Funding End Date.
 - **Organization Change** – Provide the effective date, check the “Yes” or “No” radio button and provide the new 6-digit organization number.
 - **Phased Retirement** – Provide the effective date and Reduced number of hours in the Job/Title change section. In the Pay section, select **PRSHR-phased retirement** from the Pay Change Action/Reason drop-down menu. Provide the new base pay and effective date. Check the annual or hourly box.

**Note – The index number(s) is for verification purposes ONLY. If you need to change or correct an employee’s index number please submit a PDC form.*

Initiate or Change Pay

Effective Date	Pay Change Action/Reason		
Base Pay* []	Select One		
<input type="radio"/> Annual <input type="radio"/> Hourly	Index Number(s)	Account Number	Percentage
Funding END Date []	[]	[]	[]
Will the home organization change? <input type="radio"/> Yes <input type="radio"/> No	[]	[]	[]
If Yes, new organization: []	[]	[]	[]
*Submit stipends on the Extra Comp Form	[]	[]	[]

Faculty Leave of Absence Section:

- This section is used for changes in:
 - **Faculty Leaves ONLY** – Check the type of leave. Provide the effective and end dates.

Faculty Leave of Absence				
<input type="radio"/> Personal	<input type="radio"/> Paid	Percentage of Base	Effective Date	End Date
<input type="radio"/> Professional	<input type="radio"/> Unpaid	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. How Do I know if Budget and/or RAF's signatures are needed?

RAF's signature is needed on any forms that affect a research index (ledger 4 or 5 accounts). Budget's approval is needed for any departments that are not considered RC areas. In departments using RC Budget Models the Budget Director's or Associate Dean's review may be required. If a form is sent directly to HR/Payroll and requires additional signatures, the form will be forwarded to the necessary area for their approval, therefore delaying the processing of the form.

4. Where do I find the HR/Payroll Action form?

The HR/Payroll Action Form can be found on the HRM website under Resources and Forms. <http://www.northeastern.edu/hrm/resources/hr-payroll/index.html>