# JAF-M Quick Sheet

## When and Where to Submit JAF-M

| Employee Status | When to Submit | Where to Submit |
|---|---|---|
| PCC employee taking on a one or two year-long temporary position | Submit JAF-M prior to effective start date. Adjustments to employee's work must be discussed with HR prior to submittal. | Submit JAF-M via PASS AODoc to **Recruitment Team** pccjobs@pcc.edu |
| PCC employee keeping position but working out-of-class | Submit JAF-M prior to effective start date. Adjustments to employee's work must be discussed with HR prior to submittal. | Submit JAF-M via PASS AODoc to **HRIS Team** HRIS-group@pcc.edu |
| PCC employee keeping position but position is undergoing a change:<br><br>If FTE is changing from PT to FT or vice versa, submit JAF-M **and** PR/C<br><br>For all other adjustments, submit JAF-M | Submit JAF-M prior to effective start date. Adjustments to employee's work must be discussed with HR prior to submittal. | Submit JAF-M and PR/C via PASS AODoc to **Compensation Team** HRComp-group@pcc.edu<br><br>For all other adjustments, submit JAF-M via PASS AODoc to **HRIS Team** HRIS-group@pcc.edu |

## Filling out the JAF-M

Select the applicable checkbox for authorization.

> **Check for temporary position**

> **Check for adjusting position**

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New Employee ☐ Change of Primary Job ☐ Change of FTE/Work Schedule/Shift Change
☐ Other *(Explain)*

> **Check for work out-of-class**

**ID** Look up PEAEMPL. **NAME** Enter employee's full legal name
Last, First MI

**Position No.** Look up in NBIPORG & NBIPINC **Suffix** 00   **Department ORG Code No.** Look up in Finance Dept's Accounting page

**Work performed from** Enter job's effective start date **to** If temporary change, enter job's end date
(only enter "to" date if for temporary job)

**Description of Work** Enter position's title (NBAPOSN). If no title exists, enter job description
(if title does not fully describe job in NBAPOSN)

> **Check if employee is replacing someone on a Leave of Absence**

> **Name of person on Leave of Absence**

**LOA Replacement?** ☐ If yes, replacing ____
**Temporary Job?** ☐ If yes, year 1 or 2 ____ Direct Appointment or Recruited (circle one)

> **Check if job is temporary**

> **Indicate if temporary job is one year or two years**

> **Circle Direct Appointment or Recruited via HR**

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The employee's **Salary Schedule** and **Step** will need to be determined by the Compensation Team when verifying and classifying temporary positions or out-of-class work.

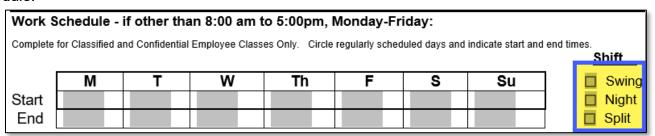Job Assignment Employee Class ☐ Salary Table ☐ Grade/Level ☐ Step ☐

**Hourly Rate/Annual Salary**: Locate in current Salary Schedule for correct employee classification

**FTE**: Enter FTE. For instructions in how to calculate FTE, see Additional Resources.

Hourly Rate/Annual Salary $☐ FTE ☐

Enter the following fields for daily rate jobs only:

If Hourly or Daily rate job provide, # of Hours ☐ or # of Days ☐

Complete Work Schedule section below. This is particularly important for employees working an irregular shift. If this section is left blank, PCC will assume the employee works a regular 8-hour day, 5-day week schedule.

**Work Schedule - if other than 8:00 am to 5:00pm, Monday-Friday:**

Complete for Classified and Confidential Employee Classes Only. Circle regularly scheduled days and indicate start and end times.

| | M | T | W | Th | F | S | Su | Shift |
|---|---|---|---|---|---|---|---|---|
| Start | | | | | | | | ☐ Swing |
| End | | | | | | | | ☐ Night |
| | | | | | | | | ☐ Split |

Enter the job's location and phone extension:

Campus, Center or Job Location if other than PCC Campus/Bldg/Room ☐

Campus Telephone ☐

# Get JAF-M Form Approved and Routed to HR

- Submit your JAF-M for approval and route it to HR via the PASS AODoc.
  - o Ensure the first approver is the manager
  - o Ensure final approved document is sent to the applicable HR Team
- JAF-M forms are due to HR by the Authorization Due in HR date for the employee's first monthly pay period, or pay period in which changes to job take effect.

# Additional Resources

Submitting HR Form via AODoc
Salary Schedules
Monthly Payroll Calendar

Org CodesHRIS Contacts
How to Calculate FTE
Emily McNamara, HR Business Process Specialist