Form I-9 and New Hire PNF for 9-Month Faculty Hired After August 1

As part of the prorata summer pay training

9-Month Faculty

- I-9 Section 1 must be completed by appointment date.
- For 9-month faculty, the appointment date = August 1.
- If the faculty is hired after August 1 but before or on the on-duty date, faculty is due entire advance prorata summer pay (August 1 to the on-duty date)

Example

- On duty date for Fall 2014 = August 18
- Faculty hired on August 11; due 10 days of advance prorata summer pay (08/01/2014 to 08/10/2014)

Example PNF

- New hire PNF reflects
  - Appointment Period 08/11/2014 to 07/31/2015
  - PSP field = 07/31
  - Two actions, both effective 08/11/2014
    - Hire 009 (Exempt Appointment)
    - Data Change 419 (Pay Adv Prorata Summer Pay)
EXAMPLE PNF

- Remarks: “Pay from August 1, 2014 to include advance prorata summer pay.”

- Special handle to Payroll.

- Payroll Office will pay the entire semi-monthly amount to the faculty.