DMS Finance Center will use the Payroll Authorization (PASF) Smart Form to perform the following actions:

- New Hires Beginning Employment (New hire, Re-hire and Re-appointment)
- Changes Affecting Existing Employees while Currently Employed (changes to position, pay rates, employment status and classification, promotions/transfers, etc.)
- Ending Employment (Termination, End Assignment, and Retirement)

Submit your information to the DMS Finance Center at least 1 week before the Effective Date, or Start Date, of the New Hire.

Do not communicate Personal Identifiable Information such as Social Security Numbers and date of birth via email.

Check to make sure that you have provided correct chart string information.

**Helpful Hints**

1. Initiates PASF
   - Describes action to be taken in e-mail to DMS Finance Center, with applicable attachments

2. Completes PASF
   - Reviews PA information and enters into Smart Form
   - Conducts employee follow-up for additional information
   - E-mails approver with decision-making information
   - Receives e-mail and pastes e-mail into PA Smart Form
   - Selects FC individual for final approval

3. Approves PASF
   - Reviews completed PA Smart Form
   - Approves PA Smart Form

4. Processes PA
   - Enters PA Smart Form data into Oracle HRMS

5. Performs Reviews and Audits
   - Produces reports
   - Conducts periodic reviews
Send e-mail to DMS Finance Center to request PASF be prepared.

Any supporting documentation should be emailed to DMS Finance Center with instructions.

The Finance Center may contact you or the employee if additional information or follow-up is needed.

Visit the Frequently Asked Questions section on the Finance Center website for additional information:

http://www.dartmouth.edu/~fincenter/

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