Use the Payroll Authorization (PA) smart form to initiate 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)
- Ending Employment (Termination, End Assignment, and Retirement)

Submit your PA at least 1 week before the Effective Date, or Start Date, of the New Hire.
Check with your Divisional Budget Manager to confirm funding.
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**

- Use the Payroll Authorization (PA) smart form to initiate 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)
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- Submit your PA at least 1 week before the Effective Date, or Start Date, of the New Hire.
- Check with your Divisional Budget Manager to confirm funding.
- 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.
Process for Completing Payroll Authorization Smart Form Filled by Finance Center

- Send an e-mail to your Finance Center describing the actions to be taken
- E-mail should include at minimum:
  - Employee Name
  - Action
  - Effective Date
  - Chart String/PTAEO
  - Position
  - Approvals: Salary and Pay Rate
- Attach supporting documentation: Appointment letter for faculty or offer letter for staff
- After the Finance Center prepares the PA, they will return the PA Smart Form to you for review. Review the PA Smart Form to make sure that it is accurate.
- 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/provost-dean/

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