If you are a decision maker or hiring manager, please see the bolded “Decision Maker” sections 1 and 3 below for instructions on completing a PA. The additional sections describe activities to be completed by others.

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)
  - 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.
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/admin](http://www.dartmouth.edu/~fincenter/admin)

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