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**

**Decision Maker/ Hiring Manager***

1. **Initiate PA**
   - Access Smart Form and complete basic information
   - Submit Smart Form to Finance Center

2. **Completes PA**
   - Reviews PA Smart Form
   - Contacts employee for additional information if required for New Hire
   - Enters additional data on Smart Form

3. **Processes PA**
   - Enters PA Smart Form into Oracle HRMS

4. **Perform Reviews and Audits**
   - Produces reports
   - Conduct periodic reviews and audits

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

Notes: *Hiring Manager makes offer to applicant and HR sends confirmation of employment. Hiring Manager works closely with divisional Fiscal personnel to ensure budgetary alignment*
Process for Completing Payroll Authorization Smart Form Filled by Decision Maker

- Obtain the form by visiting the Finance Center website.
- Complete the form with all required information including:
  - Employee Name
  - Action
  - Effective Date
  - Chart String/PTAEO
  - Position
  - Approvals: Salary and Pay Rate
- Submit the form to your assigned Finance Center Specialist as instructed. To identify your Finance Center representative, please access the contacts section of the Finance Center website.
- The Finance Center may contact you if additional information or follow-up is needed.
- After the PA is prepared and returned by the Finance Center, review the PA, sign and return to Finance Center.
- Visit the frequently asked questions section on the Finance Center website for additional information.

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