

Top PCR Reminders

CHANGE IN PAYROLL AREA	If hiring an existing employee who is going from hourly to salaried or salaried to hourly, please remember to establish the new effective date as the first day of the next month. Employees cannot change payroll areas within the same pay period. All hours worked in the old position must be entered and approved in time management within the month earned and prior to the processing of the new appointment.
HIRE DATE	If the new hire is starting on the first work day of the month, the hire date on the PCR should be the 1st of the month.
CHANGE IN FTE	An employee cannot change FTE in the middle of the work week. Always start the new FTE at the start of the work week (Sunday). Exception: If the 1st of the month falls on a Saturday; change in FTE is effective on the 1st.
CHANGE IN CLASSIFICATION	An employee cannot change classifications within the same work week. If going from an exempt position (unclassified) to a non-exempt (classified) position or non-exempt to exempt, always start the new classification at the start of the work week (Sunday)
AWARD PAYMENT	Award payments cannot be paid out of "1" prefix account.
GRANT FUNDING	If paying out of a grant funded account, indicate expiration date of the grant. More than one account? If so, indicate the end date of the earliest to expire grant.
RETROACTIVE PAY INCREASE	Per the Texas Constitution and the policy supported by the VPFSS, an employee cannot receive a retroactive pay increase beyond the month of the current pay period, i.e.: retroactive to 9-1-17 but the PCR is not submitted until after 10-1-17. Earliest date of pay increase would be 10-1-17 to pay on the October pay period.
SEPARATION PCR	If your employee is no longer working for you and has left Texas State (not just changing departments), you must remember to process a separation PCR. This is especially true for hourly student workers and NSNR temporary staff employees.
I9 FORM	Sec. 1 of the I-9 Form must be completed by the new employee no later than the first day of employment. The hiring department is required to complete Sec. 2 and Sec. 3 (certification) no later than the 3rd business day from the 1st day of employment. The hiring department is responsible for processing the I-9 in HireRight, and uploading the support documents used to HireRight.