

Effective Dates in PAC - Guide


Visit the HR Manager Toolkit for more information on HR related policies, processes and training.

Purpose:

Effective Dating is the cornerstone of each PAF and Nomination Form transaction and thus how the information is entered into the Human Resources System, PAC. It drives everything from pay to benefits so it is very important to have a clear understanding of their proper use.

This job aid provides the definitions of the six primary effective dates located on the PAF / Nomination Form along with examples of how the dates are used. When using TBH for hiring / rehiring, only the Hire Date (Job Effective Date) is entered at the initial page entry.

Note: For information on processing hiring transactions or PAF submissions, access the training materials and job aids in the HR Website.

 COLUMBIA UNIVERSITY PERSONNEL ACTION FORM		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>EFF. DATE</th> <th>ACTION</th> <th>REASON</th> <th>DATE SUBMITTED</th> <th>SOCIAL SECURITY NO.</th> </tr> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> <td>ADMIN DEPT NO.</td> <td>ADMIN DEPT NAME</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> <td>WORK LOCATION</td> <td>CHECK SEQ CODE</td> </tr> </table>		EFF. DATE	ACTION	REASON	DATE SUBMITTED	SOCIAL SECURITY NO.	1. _____	_____	_____	_____	_____	2. _____	_____	_____	ADMIN DEPT NO.	ADMIN DEPT NAME	3. _____	_____	_____	WORK LOCATION	CHECK SEQ CODE											
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Effective Date Field	Definition
Original Hire Date	This is the date that the person was first hired at Columbia. It reflects the first position the person at the University. It does not change
Service Date	This date is used to determine benefits eligibility, especially for retirement. It is manually calculated by Benefits <i>upon the request of the employee</i> . The calculation takes into account the type and length of employee's breaks in service, if any. This date may or may not change.
Status Effective Date	<p>This is the date that the person's current status was effective (e.g. Active, On Leave, Suspended (including Laid Off), Terminated, Retired).</p> <p><u>Expected Return Date:</u> Academic - The first of the month. Administrative - The first work day after the leave.</p> <p><u>Termination Effective Date:</u> Academic - The first day of the month following the last day worked. Administrative - The first work day after the last day worked.</p> <p><u>Transfer Effective Date:</u> The first day the employee is in the new position.</p>
Position Entry Date	This is the date that the person entered their current position. It only changes when the Position Number changes.
Appt / Comp Rate Effective Date	This is the date that the person's appointment and/or compensation rate changed. Note: For academic employees it will also change when the appointment effective date changes and the compensation stay the same.
Appt / Comp Rate End Date	This is the date that the position ended. Note: For academic employees it also reflects the end of the appointment.

FACULTY APPOINTMENTS	FACULTY (OFFICERS OF INSTRUCTION) – NON TENURED
KEY POINTS	<ol style="list-style-type: none"> 1. All full-time faculty appointments must end on 6/30 unless the Affirmative Action clearance or visa expiration date prevents appointment to that date. 2. All part-time faculty appointments at CUMC must end on 6/30 unless visa expiration date prevents appointment to that date or unless the person is only teaching for a specific period of time (9/1-12/31 or 1/1-5/31). 3. On the Morningside campus all part-time faculty appointments should run 9/1-5/31, 9/1-12/31, or 1/1-5/31 depending on the department/school tradition. In Business part-time appointments should run 9/1-12/31, 1/1-4/30, and 5/1-8/31 unless the visa expiration date prevents such an appointment. 4. Appointment end dates should not be extended beyond 6/30 simply because the visa expiration date is later.

FACULTY APPOINTMENT EXAMPLES		FULL-TIME APPOINTMENTS		
Employee Type	Transaction	Form	Period or Change Date	Effective Date Fields
US Citizen/ Permanent Resident (No restriction on Affirmative Action)	New Appointment (HIR/NEW)	Nomination	7/1/14 - 6/30/15	<ul style="list-style-type: none"> Position Entry Date: 7/1/14 Appt/Comp Rate Effective Date: 7/1/14 Appt/Comp Rate End Date: 6/30/15
	Title Change (POS/TTL)	PAF	1/1/15 - 6/30/15	<ul style="list-style-type: none"> Position Entry Date: 7/1/14 Appt/Comp Rate Effective Date: 1/1/15 Appt/Comp Rate End Date: 6/30/15
	Reappointment (DTA/CNW, REH/CNW)	Roster	7/1/15 - 6/30/16	<ul style="list-style-type: none"> Position Entry Date: No Change Appt/Comp Rate Effective Date: 7/1/15 Appt/Comp Rate End Date: 6/30/16
Non-Resident Alien with a Visa Expiration Date of 10/31/15	New Appointment (HIR/NEW)	Nomination	7/1/14 - 6/30/15	<ul style="list-style-type: none"> Position Entry Date: 7/1/14 Appt/Comp Rate Effective Date: 7/1/14 Appt/Comp Rate End Date: 6/30/15
	Appointment Renewal (DTA/ADJ)	PAF	7/1/15 - 10/31/15	<ul style="list-style-type: none"> Position Entry Date: No Change Appt/Comp Rate Effective Date: 7/1/15 Appt/Comp Rate End Date: 10/31/15 <p>Note: In the Comp Rate field you enter the amount to be paid from 7/1/15 - 10/31/15.</p>
Non-Resident Alien with a Visa Expiration Date of 10/31/15 Visa Extended to 10/30/16	Visa Renewal (DTA/VSA)	PAF	7/1/15 - 6/30/16	<ul style="list-style-type: none"> Visa Expiration Date: 10/30/16 Position Entry Date: No Change Appt/Comp Rate Effective Date: No Change

				<ul style="list-style-type: none"> Appt/Comp Rate End Date: No Change Note: Appointment DOES NOT get extended to 10/31/16 at this time just because the visa has been extended.
US Citizen or Non-Resident Alien	Termination End of PT Appointment (TER/AEN)	PAF	1/1/15	<ul style="list-style-type: none"> Position Entry Date: 7/1/14 Appt/Comp Rate Effective Date: 7/1/14 Appt/Comp Rate End Date: 1/1/15
	Position Data Change PT to FT (POS/UPD)	PAF	1/1/15	<ul style="list-style-type: none"> Effective Date: 1/1/15
	New Appointment (HIR/NEW)	Nomination	1/1/15 - 6/30/15	<ul style="list-style-type: none"> Position Entry Date: 7/1/14 Appt/Comp Rate Effective Date: 1/1/15 Appt/Comp Rate End Date: 6/30/15 <p>Adjust the Comp Rate to reflect amount to be received from 7/1/15 - 6/30/16</p>
	Status Change FT to PT with Title Change (POS/UPD, POS/TTL)	PAF	1/1/15	<ul style="list-style-type: none"> Position Entry Date: 7/1/13 Appt/Comp Rate Effective Date: 7/1/14 Appt/Comp Rate End Date: 6/30/15 <p>Note: Status is full-time.</p>
	Termination or other Reason (End of FT Appointment) (TER/CNL)	PAF	1/1/15	<ul style="list-style-type: none"> Position Entry Date: 1/1/15 Appt/Comp Rate Effective Date: 1/1/15 Appt/Comp Rate End Date: 6/30/15

FACULTY APPOINTMENTS	OFFICERS OF RESEARCH
KEY POINTS	<ol style="list-style-type: none"> 1. All appointments as officers of research must end on 6/30 and cannot be longer than one year at a time unless the Affirmative Action clearance, the visa expiration date, or the grant funding prevents appointment for a full year. 2. Postdoctoral appointments must not be put on a 6/30 cycle unless they start 7/1. The date the appointment started must be preserved to ensure that the individual does not hold an appointment for more than three years (or four or five if extensions are granted by the Provost). 3. Other types of research appointments may be put on the 6/30 cycle if Affirmative Action clearance and the visa expiration date permit.

OFFICERS OF RESEARCH EXAMPLES		FULL-TIME APPOINTMENTS (NON-POSTDOC APPOINTMENTS)		
Employee Type	Transaction	Form	Period or Change Date	Effective Date Fields
US Citizen/ Permanent Resident (No restriction on Affirmative Action)	New Appointment	Nomination	7/1/14 - 6/30/15	<ul style="list-style-type: none"> • Position Entry Date: 7/1/14 • Appt/Comp Rate Effective Date: 7/1/14 • Appt/Comp Rate End Date: 6/30/15
	Title Change	PAF	1/1/15 - 6/30/15	<ul style="list-style-type: none"> • Position Entry Date: 1/1/15 • App/Comp Rate Effective Date: 1/1/15 • Appt/Comp Rate End Date: 6/30/15 Note: Salary must be adjusted to reflect amount to be paid from the period 1/1/15 - 6/30/15.
	Renewal	PAF	7/1/15 - 6/30/16	<ul style="list-style-type: none"> • Position Entry Date: No Change • Appt/Comp Rate Effective Date: 7/1/15 • Appt/Comp Rate End Date: 6/30/16 Note: Salary must be adjusted to be paid from the period 7/1/15 - 6/30/16.
Non-Resident Alien with a Visa Expiration Date of 10/31/15	New Appointment	Nomination	11/1/14 - 10/31/15	<ul style="list-style-type: none"> • Position Entry Date: 11/1/14 • Appt/Comp Rate Effective Date: 11/4/14

				<ul style="list-style-type: none"> • Appt/Comp Rate End Date: 6/30/15
Non-Resident Alien with a Visa Expiration Date of 10/31/15 Visa Extended to 10/31/18	Salary Increase (to meet Min.) (PAY/ADJ)	PAF	7/1/15 - 10/31/15	<ul style="list-style-type: none"> • Visa Expiration Date: 10/31/18 • Position Entry Date: No Change • Appt/Comp Rate Effective Date: 7/1/15 • Appt/Comp Rate End Date: 10/31/15
	Get on Cycle (Visa to 10/31/05)	PAF	11/1/15 - 6/30/16	<ul style="list-style-type: none"> • Visa Expiration Date: 10/31/18 • Position Entry Date: No Change • Appt/Comp Rate Effective Date: 11/1/15 • Appt/Comp Rate End Date: 6/30/16 <p>Note: Appointment DOES NOT get extended to 10/31/18 at this time just because the visa has been extended.</p>
US Citizen or Non-Resident Alien	Termination End of PT Appointment (TER/AEN)	PAF	1/1/15	<ul style="list-style-type: none"> • Position Entry Date: 7/1/14 • Appt/Comp Rate Effective Date: 7/1/14 • Appt/Comp Rate End Date: 1/1/15
	Position Date Change PT to FT (POS/UPD)	PAF	1/1/15	<ul style="list-style-type: none"> • Effective Date: 1/1/15
	New Appointment (HIR/NEW)	Nomination	1/1/15 - 6/30/15	<ul style="list-style-type: none"> • Position Entry Date: 7/1/14 • Appt/Comp Rate Effective Date: 1/1/15 • Appt/Comp Rate End Date: 6/30/15 <p>Adjust the Comp Rate to reflect amount to be received from 7/1/15 - 6/30/16.</p>

POSTDOCTORAL EXAMPLES		FULL-TIME APPOINTMENTS		
Employee Type	Transaction	Form	Period or Change Date	Effective Date Fields
US Citizen/ Permanent Resident (No restriction on Affirmative Action)	New Appointment	Nomination	7/1/14 - 6/30/15	<ul style="list-style-type: none"> • Visa Expiration Date: 6/30/18 • Appt/Comp Rate Effective Date: 7/1/14 • Appt/Comp Rate End Date: 6/30/15
	Renewal	PAF	7/1/15 - 6/30/16	<ul style="list-style-type: none"> • Position Entry Date: No Change • Appt/Comp Rate Effective Date: 7/1/15 • Appt/Comp Rate End Date: 6/30/16
	New Appointment (Never put on 6/30 cycle)	Nomination	10/1/14 - 9/30/15	<ul style="list-style-type: none"> • Position Entry Date: 10/1/14 • Appt/Comp Rate Effective Date: 10/1/14 • Appt/Comp Rate End Date: 9/30/15
	Renewal	PAF	10/1/15 - 9/30/16	<ul style="list-style-type: none"> • Position Entry Date: No Change • Appt/Comp Rate Effective Date: 10/1/15 • Appt/Comp Rate End Date: 9/30/16
Non-Resident Alien with a Visa Expiration Date of 2/28/15	New Appointment	Nomination	7/1/14 - 2/28/15	<ul style="list-style-type: none"> • Position Entry Date: 7/1/04 • Appt/Comp Rate Effective Date: 7/1/14 • Appt/Comp Rate End Date: 2/28/15
	Visa Extension	PAF	7/1/14 - 6/30/15	<ul style="list-style-type: none"> • Visa Expiration Date: 2/28/17 • Position Entry Date: No Change • Appt/Comp Rate Effective Date: 7/1/14 • Appt/Comp Rate End Date: 6/30/15 <p>Note: Appointment DOES NOT get extended to 2/28/17 at this time</p>

				just because the visa has been extended. Adjust the Comp Rate to reflect amount to be received from 7/1/14 - 6/30/15
Non-Resident Alien with a Visa Expiration Date of 2/28/15 Visa Extended to 2/28/17	Renewal	PAF	7/1/15 - 6/30/16	<ul style="list-style-type: none"> • Position Entry Date: No Change • Appt/Comp Rate Effective Date: 7/1/15 • Appt/Comp Rate End Date: 6/30/16 <p>Note: Appointment DOES NOT get extended to 2/28/17 at this time just because the visa has been extended. Adjust the Comp Rate to reflect amount to be received from 7/1/15 - 6/30/16</p>
	Renewal	PAF	7/1/15 - 2/28/17	<ul style="list-style-type: none"> • Position Entry Date: No Change • Appt/Comp Rate Effective Date: 7/1/16 • Appt/Comp Rate End Date: 2/28/17