



This *Quick Guide* shows where the External Funding field is in various PAC locations and how it is entered. The External Funding field provides better visibility to the overall compensation received by our \$0 salary and other employees who receive funding that is not disbursed through PAC.

External Funding Field – in Hiring Templates

The external funding field appears in the Salary Information Section of the *Template-Based Hire* and *Student Hire Template*. It is an optional field and is entered for employees who have a Contract Compensation Rate. The **total** external funding received by the employee that is not disbursed through PAC, can be entered. It is an informational field and is not required to process the hire.

For example, if the employee receives \$10,000 directly from external source A and \$15,000 directly from external source B, and this support is not disbursed through PAC, the total entered in the field is \$25,000.

Salary Information	
Period Salary	<input type="text"/>
Appointment End Date	06/30/2025
Full Base Salary	<input type="text"/>
External Funding	25000.000000
Job Compensation - Pay Components	
*Salary Type	CNTRCT
Compensation Rate (Annual or Hourly Rt)	<input type="text"/>
Compensation Frequency	A

Note that the Check Address Section will be removed from all TBH templates, and the Check Sequence code section will be removed from the “TBH Print” output on the templates.

External Funding Field – in HR Transaction Pages

The external funding field appears in the Visa Contract Renewal and Ad hoc Salary Change transactions

Contract Renewal Page

Salary Information/Job Compensation	
Period Salary	0.000
Full Base Salary	0.000
Comp Rate (Annual)	0.000000
External Funding	External Funding 0.000
Salary Type	CNTRCT

Ad Hoc Salary Page

Current Information		New Information	
Job Information/Salary Information			
Period Salary		*Period Salary	<input type="text"/>
*Full Base Salary		*Full Base Salary	<input type="text"/>
Comp Rate (Annual/Hourly Rate)		*Comp Rate (Annual/Hourly Rate)	<input type="text"/>
External Funding		External Funding	<input type="text"/>
Comp Frequency	Annual	Comp Frequency	Annual
Salary Type	CNTRCT	Salary Type	CNTRCT
Appointment Start Date	07/01/2024	Change Percent	0.000
Appointment End Date	12/31/2024	Change Amount	0.000000

External Funding Field – on the PAF

The salary information section of the PAF now includes the External Funding information. The Check Sequence Code no longer appears in the address section.

APPT/COMP RATE EFFDT	9/1/2024	COMP RATE (ANNUAL/HOURLY RT)	\$9,337.50
APPT/COMP RATE End Date	5/31/2025	FULL BASE SALARY	\$9,337.50
		EXTERNAL FUNDING	\$0.00



Key Points, Information, and Resources

Key Points

The external funding field in the hiring templates is only active when the employee salary compensation code equals contract.

The total amount of external funding received by the employee that is not disbursed through PAC is entered in the field.

Training Resources

For information on hiring templates and HR transactions, visit the [HR Systems Training Library](#) on the HR Website.

Questions

If you have any questions, please submit a ticket with the [HR Service Center](#) or call them at 212-851-2888.