TOP NINE PCR PROBLEMS

1. **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.

2. **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.

3. **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.

4. **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).

5. **AWARD PAYMENT**
   Award payments cannot be paid out of “1” prefix account.

6. **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.

7. **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 9-1-10 but the PCR is not submitted until after 10-1-10. Earliest date of pay increase would be 10-1-10 to pay on the October pay period.
8. **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.

9. **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 retaining the original I-9 in their departmental files (form is scanned and attached electronically to the electronic PCR; attachment titled:  I-9_last name, first name.