

## Personnel Event Form (PEF)

The Personnel Event Form should be created for other activities, which do not require a contract. This includes changes in status, extra compensation, and terminations.

### Completing the PEF:

- Complete all sections on PEF beginning with Banner ID through Division, using drop down tab when prompted.
- **NBAJOBS** – Use drop down and select action:
  - If a begin date other than the 1<sup>st</sup> is used, the payment will be prorated. If an end date is used other than the 30<sup>th</sup> or 31<sup>st</sup>, the payment will be prorated.
  - Enter position number and monthly salary to be paid.
- **PEAEMPL** – Enter the last day worked, Home Department Organization code and Timekeeping Organization code. Use drop down menu to select Termination Reason.
- **REMARKS** – Any information you can provide about the type of payment and terms is applicable for this section.
- **Please Note:** If extra compensation payment, the “[Extra Compensation Authorization and Payment Request](#)” form must be attached.
- Forward PEF and any attachments for required signatures.