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.
**Effective Dates in PAC - Guide**

<table>
<thead>
<tr>
<th>Effective Date Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Hire Date</td>
<td>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.</td>
</tr>
<tr>
<td>Service Date</td>
<td>This date is used to determine benefits eligibility, especially for retirement. It is manually calculated by Benefits upon the request of the employee. This date may or may not change.</td>
</tr>
<tr>
<td>Status Effective Date</td>
<td>This is the date that the person’s current status was effective (e.g. Active, On Leave, Suspended (including Laid Off), Terminated, Retired).</td>
</tr>
<tr>
<td></td>
<td><strong>Expected Return Date:</strong>&lt;br&gt;Academic - The first of the month.&lt;br&gt;Administrative - The first work day after the leave.</td>
</tr>
<tr>
<td></td>
<td><strong>Termination Effective Date:</strong>&lt;br&gt;Academic - The first day of the month following the last day worked.&lt;br&gt;Administrative - The first work day after the last day worked.</td>
</tr>
<tr>
<td></td>
<td><strong>Transfer Effective Date:</strong>&lt;br&gt;The first day the employee is in the new position.</td>
</tr>
<tr>
<td>Position Entry Date</td>
<td>This is the date that the person entered their current position. It only changes when the Position Number changes.</td>
</tr>
<tr>
<td>Appt / Comp Rate Effective Date</td>
<td>This is the date that the person’s appointment and/or compensation rate changed. <strong>Note:</strong> For academic employees it will also change when the appointment effective date changes and the compensation stay the same.</td>
</tr>
<tr>
<td>Appt / Comp Rate End Date</td>
<td>This is the date that the position ended. <strong>Note:</strong> For academic employees it also reflects the end of the appointment.</td>
</tr>
</tbody>
</table>

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**FACULTY APPOINTMENTS**

**FACULTY (OFFICERS OF INSTRUCTION) – NON TENURED**

<table>
<thead>
<tr>
<th>KEY POINTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>4. Appointment end dates should not be extended beyond 6/30 simply because the visa expiration date is later.</td>
<td></td>
</tr>
</tbody>
</table>
## FACULTY APPOINTMENT EXAMPLES

### FULL-TIME APPOINTMENTS

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Transaction</th>
<th>Form</th>
<th>Period or Change Date</th>
<th>Effective Date Fields</th>
</tr>
</thead>
</table>
| US Citizen/Permanent Resident | New Appointment (HIR/NEW) | Nomination | 7/1/14 - 6/30/15            | 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            | 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            | 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            | 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           | Position Entry Date: No Change  
|               |             |        |                             | Appt/Comp Rate Effective Date: 7/1/15  
|               |             |        |                             | Appt/Comp Rate End Date: 10/31/15   |
|               | Visa Renewal (DTA/VSA) | PAF    | 7/1/15 - 6/30/16            | Visa Expiration Date: 10/30/16  
|               |             |        |                             | Position Entry Date: No Change  
|               |             |        |                             | Appt/Comp Rate Effective Date: No Change  |

- **Note:** In the Comp Rate field you enter the amount to be paid from 7/1/15 - 10/31/15.
### Effective Dates in PAC - Guide

| US Citizen or Non-Resident Alien | Termination End of PT Appointment (TER/AEN) | PAF | 1/1/15 | • Position Entry Date: 7/1/14  
• Appt/Comp Rate Effective Date: 7/1/14  
• Appt/Comp Rate End Date: 1/1/15  

**Note:** Appointment DOES NOT get extended to 10/31/16 at this time just because the visa has been extended. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Data Change PT to FT (POS/UPD)</td>
<td>PAF</td>
<td>1/1/15</td>
<td>• Effective Date: 1/1/15</td>
<td></td>
</tr>
</tbody>
</table>
| New Appointment (HIR/NEW) | Nomination | 1/1/15 - 6/30/15 | • Position Entry Date: 7/1/14  
• Appt/Comp Rate Effective Date: 1/1/15  
• Appt/Comp Rate End Date: 6/30/15  
Adjust the Comp Rate to reflect amount to be received from 7/1/15 - 6/30/16 |
| Status Change FT to PT with Title Change (POS/UPD, POS/TTL) | PAF | 1/1/15 | • Position Entry Date: 7/1/13  
• Appt/Comp Rate Effective Date: 7/1/14  
• Appt/Comp Rate End Date: 6/30/15  
**Note:** Status is full-time. |
| Termination or other Reason (End of FT Appointment) (TER/CNL) | PAF | 1/1/15 | • Position Entry Date: 1/1/15  
• Appt/Comp Rate Effective Date: 1/1/15  
• Appt/Comp Rate End Date: 6/30/15 |
### Key Points

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

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Transaction</th>
<th>Form</th>
<th>Period or Change Date</th>
<th>Effective Date Fields</th>
</tr>
</thead>
</table>
| US Citizen/Permanent Resident (No restriction on Affirmative Action) | New Appointment | Nomination | 7/1/14 - 6/30/15         | • 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         | • Position Entry Date: 1/1/15  
  • App/Comp Rate Effective Date: 1/1/15  
  • App/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         | • 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       | • Position Entry Date: 11/1/14  
  • Appt/Comp Rate Effective Date: 11/4/14 |
### Effective Dates in PAC - Guide

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Action</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Resident Alien with a Visa Expiration Date of 10/31/15</strong></td>
<td><strong>Visa Extended to 10/31/18</strong></td>
<td>Salary Increase (to meet Min.) <em>(PAY/ADJ)</em></td>
<td>PAF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Get on Cycle <em>(Visa to 10/31/05)</em></td>
<td>PAF</td>
</tr>
</tbody>
</table>
| | | • Visa Expiration Date: 10/31/18  
  • Position Entry Date: No Change  
  • Appt/Comp Rate Effective Date: 11/1/15  
  • Appt/Comp Rate End Date: 6/30/18  
  Note: Appointment DOES NOT get extended to 10/31/18 at this time just because the visa has been extended. |
| **US Citizen or Non-Resident Alien** | **Termination End of PT Appointment *(TER/AEN)*** | Termination End of PT Appointment *(TER/AEN)* | PAF | 1/1/15 |
| | | • 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)*** | Position Date Change PT to FT *(POS/UPD)* | PAF | 1/1/15 |
| | **New Appointment *(HIR/NEW)*** | New Appointment *(HIR/NEW)* | Nomination | 1/1/15 - 6/30/15 |
| | | • Position Entry Date: 7/1/14  
  • Appt/Comp Rate Effective Date: 1/1/15  
  • Appt/Comp Rate End Date: 6/30/15  
  Adjust the Comp Rate to reflect amount to be received from 7/1/15 - 6/30/16. |
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<th>Form</th>
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<th>Effective Date Fields</th>
</tr>
</thead>
</table>
| US Citizen/Permanent Resident                      | New Appointment| Nomination | 7/1/14 - 6/30/15     | • 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     | • 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)          |               |        | 10/1/14 - 9/30/15    | • 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    | • 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     | • 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     | • 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  
Note: Appointment DOES NOT get extended to 2/28/17 at this time |
| 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 | • Position Entry Date: No Change  
• Appt/Comp Rate Effective Date: 7/1/15  
• Appt/Comp Rate End Date: 6/30/16  
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 |

| Non-Resident Alien with a Visa Expiration Date of 2/28/15 **Visa Extended to 2/28/17** | Renewal | PAF | 7/1/15 - 2/28/17 | • Position Entry Date: No Change  
• Appt/Comp Rate Effective Date: 7/1/16  
• Appt/Comp Rate End Date: 2/28/17 |