

The following information is provided to assist with the proper completion of the PTAF. This will help ensure that your requests are processed timely and will not have to be sent back for correction or clarification. Please provide justification below for any assignments entered late due to delayed funding greater than 90 days.

This form will only be accepted for time prior to Oracle HCM implementation (3/14/2025).

Employee Name  Assignment #  Department Number

Requested Pay Period

Inclusive Dates to be Paid		Total Hours to be Paid	Hourly/Biweekly Rate	Chartfield Details <i>(if different from normal distribution)</i>					
				Operating unit	Fund	Department	Product	Chartfield1	Project
To									
To									
To									
To									
To									
To									
To									
To									

Justification

*I verify that the individual listed above is an employee of the listed department and is entitled to the compensation reported on this form.*

Prepared By

Approved By