Chapter 20: Payroll Action Notice (PAN) Comments

Completion of the comment field for graduate student actions is important. The comments field will appear on the PPS/PAN notice. Comments should briefly summarize the action but give enough information so that reviewers have no questions regarding the appointment. If you are a funding department, the student’s academic department/group may ask you to give specific comments to assist in their review of the PPS/PAN notice. You should include a comment for all actions. Include your name and phone number in case someone needs to contact you regarding the PPS entry.
### Examples

**GSRTF 49%, 10/1 - 12/31/06**

*GSRTF = FWS*

*BPO (For budgetary purposes only)*

**TA 25%, 10/1 - 3/31/07**

*TAHI/TAFE = FWS*

*LIT Fall, Winter/ Muir Writing Spring*

**TA 50%, 1/1 - 3/31/07 & Reader 25%, 1/1 – 3/31/07**

75% Exception Approved by Dean Kim E. Barrett on 12/15/07

**Tutor 15%, 4/01 – 6/30/07**

*Graduate Enrichment Program – Payment not to exceed $550*

**GSR – Terminating 7/31/07**

*Student graduated (give explanation as to why the appointment is terminated).*

**Apt 20 - Changed end date from 6/30/07 to 3/31/07.**

*LOA (Leave of Absence) Spring Quarter.*

**Clear Dated Retroactive Action Affecting Pay**

*(Refer to samples in the Retroactive Action chapter)*

**TA Daily Rate of Pay – Payroll Action Required**

*Student resigned 50% TA on 10/2/06 and went on Leave of Absence Fall quarter*

Worked 11 days (9/18 – 10/2)

11 days worked x $86.725 (50% TA daily rate of pay) = $953.98 total pay