

COMMISSION/BOARD MEMBER NEW HIRE
P-1 Type 025 Commission/Board Member New Hire

Requires Approvals by: PA DEPT COMP

Note: Use the 064 Board Member Reemployment P1 if the employee already has a record in HRIS.

- This P1 type is used to put new commission or board members (class code 14000) on the system. For annual board members, use the 027 Annual Salary Commission/Board Member New Hire P1.
- If the employee already has a record in HRIS, use P1 type 064 Board Member Reemployment.
- Email or fax a copy of the Governor’s appointment letter to Pre-Audit prior to completing the P1.
- Enter the beginning and end dates of the appointment in the remarks line of the P1.
- Verify address is no more than 20 characters (cannot go past the “G” on PAGE).
- The pre-tax indicator should be “0 Not Eligible”.
- Base Salary should be \$500.00 (\$50.00/day).
- Mode of Pay should be “02 Daily”.
- Employee Status should be “12 Temporary”.
- Condition of Employment should be “02 Part Time”.
- The Date of Employment should be the first day of the employee’s appointment as stated in the Governor’s appointment letter.

Administrative Rule

N/A

Step Increase Date

N/A