

COMMISSION/BOARD MEMBER REEMPLOYMENT

P-1 Type 064 Board Member Reemployment

Requires Approvals by: PA DEPT COMP

- This P1 type is used to put new commission or board members (class code 14000) who already have a record in HRIS on the system. For new annual commission or board members who have a record in HRIS, use the 066 Annual Reemployment P1.
- 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 employee's 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".
- Step Increase Date should be set to 00/00/0000.
- 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.
- Retirement Indicator should be set to "0".

Administrative Rule

N/A

Step Increase Date

Set to 00/00/0000.