

How to Complete a PF10

Use the PF10 to initiate a contract or to continue or revise an existing contract.

1. After clicking the link to the PF10 form, you will be directed to a DocuSign page to establish the Signer Information (approvals), prior to completion of the form.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Initiator

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Requestor

Name:

Email:

Employee

Name:

Email:

Director/Chairperson

Name:

Email:

If you are unsure of the Signer Information (approvals) required for the PF10, consult with your department or division budget officer or leadership.

Enter your name and email address as the Initiator.

Enter the name and email address of the Requestor, if different than you.

Enter the name and email address of the individual (Employee) receiving the contract.

Enter the name and email address of the department director or chair.

Dean

Enter the name and email address of the Dean, if applicable.

Name:**Email:****Budget Officer**

Enter the name and email address of your program or division budget officer.

Name:**Email:****Divisional Vice President**


Enter the name and email address of your division vice president.

Name:**Email:**

Scroll down and click on **Begin Signing** to launch the PF10 Form.

Begin Signing

2. The following document will appear. All fields in red are required.

Office of Human Resources		Morgan State University	
<div>  <h1>Contractual Personnel Request Form</h1> </div>			
<input checked="" type="radio"/> New:		<input type="radio"/> Continuation:	
<input type="radio"/> Revision:		<input type="radio"/>	
Name: <input type="text"/>		Job Title: <input type="text"/>	
Last <input type="text"/>	First <input type="text"/>	Middle <input type="text"/>	
MSU ID: <input type="text"/>		Department: <input type="text"/>	
Address: <input type="text"/>		Division: <input type="text" value="-- select --"/>	
City: <input type="text"/>	County: <input type="text"/>	Supervisor: <input type="text"/>	
State: <input type="text"/>	Zip Code: <input type="text"/>	Supervisor's MSU ID: <input type="text"/>	
Telephone: <input type="text"/>	Email: <input type="text"/>	Telephone: <input type="text"/>	
Regular MSU Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's e-mail address: <input type="text"/>	
Previous Contractual Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No		Starting Date: <input type="text"/> Ending Date: <input type="text"/>	
Index: <input type="text"/>	Fund: <input type="text"/>	Org: <input type="text"/>	Acct: <input type="text"/> Prog: <input type="text"/>
Charge Code(s): <input type="text"/>		<input type="text" value="-- select --"/>	
Please List any relative(s) working for MSU and the department in which they work:			
Name: <input type="text"/>		Department: <input type="text"/>	
Note: The Human Resources Office must clear all full-time/part-time students with the Financial Aid Office prior to preparation of contract.			

- Indicate whether this is a **New** contract or a **Continuation** or **Revision** of an existing contract in the blue banner at the top of the document.
- Enter the personal information, job title, and supervisor information for the contractual employee.
- Indicate whether the individual receiving the contract is a current regular employee, a previous contractual employee, and complete the budget information in red (Index, Fund, Org, etc.); use the drop-down feature to select the funding source. If you are unsure of the budget information, contact your program or division budget officer.

Regular MSU Employee:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	←
Previous Contractual Employee:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	←
Index: <input type="text"/>	Fund: <input type="text"/>	Org: <input type="text"/>	Acct: <input type="text"/> Prog: <input type="text"/>
Charge Code(s): <input type="text"/>	<input type="text" value="-- select --"/>		←

3. In the next section, enter the salary information for the contractual position.

Total Salary: <input type="text"/> (Total Hours X Rate of Pay)	Salary Based on Annual Salary of: \$ <input type="text"/>	Please indicate employee status for benefits eligibility:	Status: <input type="checkbox"/> Non-Student
Total Hours: <input type="text"/>	Rate: <input type="text"/> (Required amount)	<input type="radio"/> Full-Time	<input type="checkbox"/> F/T Graduate Student
Per Day: <input type="text"/>	Hourly: <input type="text"/>	<input type="radio"/> Part-Time	<input type="checkbox"/> F/T Undergraduate Student
Per Week: <input type="text"/>	Daily: <input type="text"/>	<input type="radio"/> Benefits No Benefits	<input type="checkbox"/> P/T Graduate Student
Days Per Week: <input type="text"/>	Other: <input type="text"/>	<input type="checkbox"/> Benefits	<input type="checkbox"/> P/T Undergraduate Student

A Position Description Form (HR 06) must be attached to process all contractual requests.

Brief Job Description or Justification Statement for the request:

- Total Salary** = the TOTAL amount for the contractual assignment that cannot be exceeded (Total hours X Hourly). Timesheets become unavailable when this amount is reached.
- Salary Based on Annual Salary of:** = enter the total salary.
- Total Hours:** enter the total number of hours to be worked on the contract (# of hours per day X # of days per week X # of weeks in the contract).
- Per Week:** the number of scheduled hours per week.
- Hourly:** enter the hourly rate for the position.
- Brief Job Description:** Enter a brief description of the duties and responsibilities of the position. A position description form is located on the final page of the document.

4. The signatures listed in the following section will be obtained once the DocuSign PF10 form has been submitted. Proceed to the next page.

Signature of Requestor: Aaron Smith	Date	Approval: Title III Title III	Date
Approval: Chairperson/Director	Date	Approval: Sponsored Programs MSU ORA	Date
Approval: Dean	Date	Approval: Comptroller	Date
Initial: Budget Officer	Date	Initial: Accounting Clerk	Date
Approval: Divisional VP	Date	Approval: HR Authorization Odunola Osunji	Date

HR Use Only
Notified: _____ Date: _____ Email: _____ Telephone: _____

5. Enter the Position Description information on this page.

Office of Human Resources	
Position Description Form	
1. Name of Division:	<input type="text"/>
2. Name of Department or Section:	<input type="text"/>
3. Name of Incumbent of Position:	<input type="text"/>
4. Present Classification Title:	<input type="text"/>
5. How long have you been performing the duties described below?	<input type="text"/>
6. Name and Title of Immediate Supervisor:	<input type="text"/>
I certify that the entries made below are, to the best of my knowledge, accurate and complete.	
Incumbent or Person Completing Form	
Date:	Signed:
7. Are the responses below to the questions on the Position Description Questionnaire substantially correct? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, indicate changes on a separate sheet.	
8. Are you the immediate supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, give name and title of immediate supervisor:	
Supervisor's Signature and Title	
Date:	Signed:
DESCRIPTION OF DUTIES AND RESPONSIBILITIES: (Please type; single space)	

- Name of Division:** enter the division (i.e., Academic Affairs, Finance & Administration, Student Affairs).
- Enter the **Department, Section**, or Program name.
- Enter the name of the person (Incumbent) currently in the position or "not applicable."
- Present Classification Title is the current job title.
- How long:** Enter the length of time the incumbent has been in the position, or "not applicable."
- Name and Title of Supervisor:** Enter the name and job title of the supervisor for this position.

- g. Enter a high-level summary and overview of the position in section 9.
- h. Enter more detailed duties and responsibilities in section 10.

9. Main Purpose of Position:	
10. Duties & Responsibilities:	

Required

Once complete, click on **Finish** and the PF10 form will be sent to the first signer for approval.

FINISH

Questions?

Contact the Human Resources Information Systems (HRIS) Team!

Email: hris@morgan.edu

Phone: 443-885-3195

Contractual hiring resources can be found [here](#).