PPS INSTRUCTIONS FOR FACULTY RELOCATION ALLOWANCE

Proof of escrow, for those faculty members who have been offered a relocation allowance, will serve as pre-approval for this type of action. Refer to the Relocation Allowances page for additional information regarding relocation allowance policy and procedures.

To implement this type of action in PPS, you will need to add a new appointment on the EAPC screen, using title code 3993, with a relocation incentive payment for the total relocation allowance amount. See below for a sample EAPC screen shot of a relocation allowance entry.

Please annotate in the comments section whether the individual used the Mortgage Origination Program.

* The previous DOS code, BYA is no longer acceptable when processing the relocation allowances.

```
PPEAPC0-E0943 EDB Entry/Update 06/01/01 08:37:02
06/01/01 09:56:55 Appts./Distributions-Condense Userid: VCAIHG
ID: 000009237 Name: ACADEMIC, JOHN B. SSN: 888-50-6543 Pri Pay: MO
PAF Gen No: 3
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept
20 13 A 5 020100 022900 000619
Title Temp Faculty Housing Allowance Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
3993 TEMP FACULTY HOUSING ALLOWANCE F 15000.00 B MO N N
Dist No Actions Index Fund Sub FTE Dis % PayBeg PayEnd St/OA Rate/Amount DOS PRQ D W
21 ASX0002 19900A 0 0.00 0.000 020100 022900 15000.00 RIP *
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