

## 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				Pg 01 of 02
Appt	Actions Pgm	Typ Bas Pd Ovr	Appt Begin	Appt End Dur Dept
20	13 A	5	020100	022900 000619
Title	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 *