Financial Operations Support
Quick Reference
PCF Fields for   <u>PART - TIME   (PT)</u>   Positions Only

PCF Field Name	Transaction / Description for PART-TIME (PT) positions
Comment	<u>ALL Transactions</u>: Input pertinent information as it pertains to the PCF as a whole. This information will be viewable in the "Comment Log" to all parties involved in the PCF electronic release/approval progression.
Position	<u>Adding Position</u>:Deleting Position

	<u> </u>: "1" is entered in this field even for PT positions. (same as above)
Begin Date	<u>Adding Position</u>: Input the start date of the position. <u>Deleting Position</u>: auto-populated when Position number is entered.