To complete and submit a PAPE form online, click the **Principal Administrative Position Exemption (PAPE)** link on the **Admin Transactions** tab.

A PAPE form is required when requesting a new Academic Professional position or when refilling an existing Academic Professional position that has significant revisions to the title, duties, qualifications, or organizational relationship.

For information on the statutes for positions and titles that require a PAPE form, click either of the following links:

- **State Universities Civil Service System Statue**
- **University of Illinois Statutes**

To determine if the salary for the position meets the FLSA exemption requirements, click the **Academic/Staff Weekly Salary Calculator** link.

To continue completing the online PAPE, click the **Continue** button.

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**Principal Administrative Position Exemption (PAPE)**

The following pages will assist you in completing the PAPE form and submitting it online. A PAPE form is required when requesting a new Academic Professional position or when refilling an existing Academic Professional position that has significant revisions to the title, duties, qualifications, or organizational relationship.

- **Academic Professionals** are members of the academic staff whose positions meet specialized administrative, professional, or technical needs.
- Academic Professionals must be individually exempted from Civil Service status by the State Universities Civil Service System (SUSS). Types of positions exempted from the Civil Service System are described in Section 396 of the **State Universities Civil Service System Statute** (Acrobilt format).
- Academic Professionals are not faculty positions and have titles different from those faculty titles recognized in the **University of Illinois Statutes**.
- Exemption from the State Universities Civil Service System does not automatically exempt the employee from the Fair Labor Standards Act. To ensure the employee meets the minimum salary requirement for FLSA exemption, use the **Academic/Staff Weekly Salary Calculator**.

**Next Steps**

The online application is designed to lead you through submitting a PAPE form electronically. The next page will describe procedures for establishing a new or revised Academic Professional position. Press the "Continue" button below to proceed to the next page.
For information on the categories of Academic Professional position exemptions, click the category links:

- Standard Title Position
- Primarily Teaching, Research, or Extension Position
- Other Academic Professional Positions

For information on the criteria the position must meet for exemption, click the four criteria link.

To continue completing the online PAPE, click the Continue button.

Enter the Campus and Organization Code of the employee for whom you are requesting the position.

Select the HR Campus location where the position is located.

Click the Continue button.

NOTE: Click the Creating/Updating Academic Professional Position Checklist link for information on completing the necessary Banner forms to establish the AP position.
Complete the required fields, marked with a red asterisk (*), to create the PAPE. For tips on completing the form, click the Instructions link.

- **PAPE Number** – enter if you are changing an approved PAPE. Otherwise, leave blank.
- **Position Class Code** – Banner P-class code for this position.
- **Title of Position** – name of the position.
- **Primary Function of Position** – description of the main function of the position.
- **Chain of Command** – list of the organizational relationships to this position, beginning with the highest level.

- **Request for Exemption under Criterion** – exemption criterion for this position. For an explanation of the criterion, click the **Criterion** link.

- **Description of Responsibilities** – description of the job duties for this position that illustrate and support the Exemption Criterion selected above.

- **Proposed Salary or Salary Range** – salary or salary range you expect to pay for this position.

- **Minimum Education and Work Experience** – minimum education, experience, skills, knowledge, certifications, and/or licenses required for the position.
• **PAPE Destination** – indicate where you want to forward the PAPE. You can forward it to someone for review or send it directly to the HR office.

Click the **Submit** button.

A dialog box appears to confirm your submission.

Click the **OK** button to continue.

Click the **Cancel** button to return to the PAPE form.
A confirmation page, similar to the one on the right, appears after you submit the PAPE.

If you indicated that you wanted to forward this PAPE for review, an email is sent to the person designated as the reviewer.

If you indicated that you wanted to send this PAPE directly to HR, an email is sent to the appropriate HR office for processing.

Click the **Exit** button to exit the application.
Reviewing a PAPE

If you indicated that you wanted to forward this PAPE for review, an email is sent to the person designated as the reviewer.

The reviewer receives an email similar to the one on the right.

The reviewer has 10 days to click the web link provided in the email and review the PAPE. After reviewing the PAPE, the reviewer can select to send the PAPE to HR for processing.