**Employee: Action Effective Date:**

**Select applicable personnel action(s):**

|  |  |
| --- | --- |
| **Leave of Absence**  **Data Correction**  **Salary or Rate Increase**  **Change in Duties** | **Wage Transfer**  **Hire Current Employee Into Second Job**  **Status Change**  **Other:** |

|  |  |
| --- | --- |
| **Personnel Information** | |
| **Current Position Number:**  **Current Title**  **Current Employee Type (wage, classified, adjunct, faculty, administrator):** | **New Position Number:**  **New Title**:  **New Employee Type (wage, classified, adjunct, faculty, administrator):** |
| **Budget Info**  **Current Department:**  **Current Salary/Rate:**  **FTE:**  **Code/Cost/Fund/Sub-Program/%:** | **Budget Info**  **New Department:**  **New Salary Rate:**  **FTE:**  **Code/Cost/Fund/Sub-Program/%:** |
| **Current Supervisor:**  **Current Leave/Time Approver:** | **New Supervisor:**  **New Leave/Time Approver:** |

|  |
| --- |
| **Action Justification**  **Please describe the details of the requested personnel action. If additional space is needed please attach paper to form.** |
|  |

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VP or CA Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Needed only if action requested is for Adjunct or Instructional Faculty**

**CBO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Needed only if action requested will result in a change in salary or pay rate**

**President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTRUCTIONS**

**Purpose:**

The purpose of the Personnel Action Form (PAF) is to ensure all personnel changes are properly documented, approved, and personnel files are accurately updated and maintained. Such changes may impact personnel data, payroll, benefits, contracts, etc.

**Routing Instructions:**

Please complete form in its entirety and follow applicable instructions below to submit for appropriate signature and ensure adequate approval:

* **Supervisor** – Typically the person initiating the personnel action.
* **Unit Head** – If Unit Head is also the Supervisor, please sign both signature lines.
* **Dean of Faculty** – Dean of Faculty or designee must sign all PAF’s for **whereby the action is being requested for an Adjunct or Instructional Faculty employee.**
* **F&A** – Dean of Finance & Administration or designee must sign all PAF’s **whereby the action will result in a change in salary or pay rate.**
* **President** – The President or designee must provide signature for all PAF actions.

**Personnel Actions:**

**Leave of Absence** – Used to notify HR that a full-time employee will be out of the office for 14 or more consecutive days.

**Data Correction** – Used to make updates or changes needed to an employee’s job record (i.e. supervisor change, change to the working title, etc.)

**Salary or Rate Increase** – Used to request an increase in pay for a current employee. Reason for increase must be detailed in *Action Justification* section. Salary and rate increases should be requested with effective dates that coincide with the pay period (i.e. on the 10th or 25th) whenever possible. **F&A signature required.**

**Change in Duties** – Used to indicate changes necessary to employee’s official EWP or position description. New or updated job description can be attached.

**Wage Transfer** – Used to hire a current wage employee into a new wage position. A transfer indicates the current position will end. **F&A signature required.**

**Hire Current Employee Into Second Job** – Used to hire a current employee (all employee types) into a second or additional job. This action indicates the employee will remain in current job but will also have a second job. **F&A signature required.**

**Status Change** – Used to indicate changes in status such as FTE change, rank or tenure status changes, addition or reduction of temporary duties, changes to salary supplements, etc.

**Other** – Used to indicate personnel actions that do not fit into other categories. Please use *Action Justification* section to explain.

**Please Note: If the personnel action requested is the result of a recruitment (i.e. a brand new hire or moving a current employee into a new position for which they applied and were the selected candidate, the Request to Offer should be submitted in lieu of this Personnel Action Form.**