

PERSONNEL ACTION FORMS (PAF) PROCEDURE

PURPOSE

Personnel Actions are recorded on the Personnel Action Form (PAF), which is a Human Resources document. This form is used to make any employee changes, i.e., address/name, salary, grade/class, title changes, appointment changes, etc. (see attached Staff Employment Action Codes Listing) and is initiated by the department or Human Resources.

OVERVIEW

The PAF is routed (or initiated) to (or by) Human Resources, where it is reviewed and approved before it is routed to the University Budget Department. Budget will sign the PAF and route it back to Human Resources. If there is an issue, i.e., identification of funding source, incorrect information on PAF, etc. Budget will work with Human Resources and/or the department for resolution.

From a Budget perspective, this form is used as documentation for changes to a position, i.e., salary, grade/class, title, FTE, etc. (see Staff Employment Action Codes Listing), currently filled by an employee. When there has been a change to a position which is currently filled by an employee, the PAF is cross-checked against the Position Control Action Form (PCA) to verify the information is correct. This information is then entered into Banner. The form is also used to verify that two or more active employees are not placed in the same position number.

The PAF may also be submitted for actions not approved through a PCA. These actions may include contractual increases such as Step Increases, Longevity Increases, or Across-the-Board increases. Human Resources approval is sufficient, unless it is an action that requires funding other than contractual, i.e., Equity Adjustments, Working out of Class, Interim Appointments, etc. If funding has been approved prior to Budget receiving the PAF, Budget will approve the PAF. If not, Budget will work with the department to identify and approve a funding source, and prepare the necessary transfers. Only after this has been accomplished will the PAF be approved by Budget.

In summary, the PAF is a useful tool to document changes applying to an employee/position, and to verify that it is in agreement with Budget documentation, i.e., Position Control Action Form (PCA). It is also a tool used to verify that there is not more than one employee placed in the same position number, and to resolve employee issues related to their compensation.

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