

## ***INSTRUCTIONS FOR PREPARING PERSONNEL ACTION FORM (PAF) updated 07/15/09***

The PAF must be properly completed before appropriate action can be taken by the UACCB Personnel & Payroll Offices. Complete the PAF form for appointments, terminations, resignations, or any changes in status (examples: account number, promotion, department, name). Complete the various sections as follows:

Mark whether the PAF is for an **appointment**, **change in status** or **termination/resignation**.

List the employee's name and Employee ID or SS number.

Appointment - complete sections A and B.

Change in status - complete sections A and B.

Termination/Resignation - complete section A-items 1,2,5,7,8,11,12,13, and 14.

Also, complete section B- item 18 and attach copy of resignation letter, if applicable.

**Name** - Enter first name, middle initial, last name.

**Employee ID/Social Security Number** - enter SS # for new employees and employee ID # for established employees.

### **SECTION A - PROPOSED STATUS**

A-1 - Primary Department - Enter department that is budgeted for position vacancy.

A-2 - Position Title - Enter exact title of position from the current fiscal year **Budget Book**.

A-3 - Grade - For classified positions, enter grade corresponding to appropriate position title and pay rate.  
For non-classified staff and faculty enter grade 99.

A-4 - Starting - Enter the date (month-day-year) the employee is actually scheduled to begin working or effective date of requested change.

A-5 - Ending (if known) - Enter last date (month-day-year) of employment, if known. If no date is entered, it will be assumed the ending date is the end of the fiscal year.

A-6 - Salary - Enter salary/rate for appropriate timeframe, as indicated in A-7, and check appropriate status.

A-7 - Check **status**. (A-10 - For extra help staff, include anticipated number of hours and weeks for appointment.)

A-8 - Appointment period-Mark appropriate category. For *Adjunct status*, mark **Hourly**, if applicable, or leave blank.

A-9 - For all hourly appointments, mark **Pay from Time Sheet**. Mark **Pay from Authorization to Pay** for employees who will receive compensation only upon completion of a class or task. Mark **Pay from PAF** for all others.

A-11 - Account Number(s) - Enter **Budget Book** general ledger account number(s), from which salary will be paid.

A-12 - Department Name(s) - Enter department name(s) from which salary will be paid. The department name(s) should agree with the account number(s) listed in A-11.

A-13 - Budget Position Number- Enter budget position number from current fiscal year **Budget Book**. For extra help the position number is 999.

A-14 - Salary - Enter the amount to be paid for each account listed. For full-time employees, enter annual salary. For part time employees (*extra help or adjunct faculty*) list total salary expected to be paid for the appointment period.

A-15 - Percent - Enter percent each account is to be charged. Percentages should sum to 100%.

A-16 - Total - Enter total amount to be paid for this appointment.

### **SECTION B - ADDITIONAL INFORMATION**

B-17 - Please list additional departments, if any, in which employee is currently working. For extra help and adjunct, schedules and hours worked must be coordinated. Concurrent employment requests should be submitted.

B-18 - Enter the effective date of the employee's termination. Do not put a date here unless you are documenting a termination/resignation. If last working day is different from termination date, explain in "other comments."

**Attach employee's letter of resignation to PAF, if applicable.**

B-19 - If amount to be paid is not in the current fiscal year **Budget Book**, a completed and approved budget transfer must be attached.

B-20 - Enter detailed explanation regarding appointment or status change.