
I. Overview

The University of Arkansas Community College at Batesville uses a document called a Personnel Action Form (PAF) to employ or change the status of employment of all personnel. Employment may be a “new hire” status or reemployment. Changes may be actions such as, terminations, resignations, or any other change in status that affect a multitude of areas for the proper payment and accountability of pay for an employee. Examples of these type changes may be changes in account number, budget position, department, name, length of appointment, or adding a new account code. The purpose of this procedure is to outline the proper completion and use of the PAF. Part II below will outline the use of personnel forms as they relate to employment of personnel at UACCB.

II. Practice

The UACCB PAF is the basic personnel document for all UACCB employees. Before an employee can be officially hired and placed on the payroll, a completed PAF must be processed and all proper signatures obtained. The PAF can be found on my.UACCB → Human Resources → Intent to Hire (PAFs). Complete the form and print to obtain the required signatures. The form must be printed on lilac colored paper

In cases where a new full-time hire is being considered for the filling of a full-time vacancy, a “Request to Initiate the Hiring Process” is required before completion of a PAF. This document can be found on my.UACCB → Human Resources → Intent to Hire (PAFs).

The Request to Hire form identifies what position is being considered for hire. It states the “Position Title” and which “Account” from which the position will be funded. A completed job advertisement must accompany this form and be approved by the Academic Unit or Department Head. Section II of this form must be completed by Human Resources. The second page of the document must be completed by the appropriate Vice Chancellor. The form must be signed by the appropriate Vice Chancellor and the Chancellor before any hiring action may take place.

Once approval has been obtained and a candidate has been selected to fill the vacancy, the processing of the PAF should begin. The first action necessary on the form is to determine what action is requested; Appointment, Change in Status, or Termination/Resignation. Then, the name of the individual and Social Security number or employee ID number of the candidate or employee is listed. In Section A all appropriate information must be completed when the action is for an “Appointment” or “Change in Status”. Section C and the signature area are self-explanatory. For full time employment, the PAF must have the offer and acceptance attached.

III. Clarifying Points

PAFs are a critical document in the proper employment and change of employment for our personnel. Care and attention must be used to ensure we properly document these actions that affect both the Personnel Record and Payroll processing of the College. Care must be taken not to change the format of the form.

Questions should be directed to Human Resources.

Revised: April 23, 2010
 September 2003
 May 3, 2017
 November 20, 2019