

Personnel Action Form

Date: _____

Employee Name: _____

Action Requested

___ Termination

1. Last Day Worked: _____
2. Date to Pay Through: _____
3. Termination Reason Code: _____ (see second page for codes)

___ Employment Status Change

Change from:

- ☐ Full-time ☐ Part-time
☐ Exempt ☐ Non-Exempt
☐ Salaried ☐ Hourly

Effective Date: _____

Change to:

- ☐ Full-time ☐ Part-time
☐ Exempt ☐ Non-Exempt
☐ Salaried ☐ Hourly

___ Job Information Change

Change from:

Title: _____
 Supervisor: _____
 Department: _____
 Campus: _____

Effective Date: _____

Change to:

___ Part-time Pay Increase

1. Previous Hourly Rate \$_____ New Hourly Rate \$_____
2. Effective date of new hourly rate: _____

Comments: _____

___ Leave of Absence

1. Last Day Worked: _____ Return to Work Date: _____
2. ☐ Vacation ☐ Sick ☐ Personal ☐ FMLA ☐ Other _____
3. _____

Approvals (required for all changes)

Supervisor Signature:	Date:
Dean:	Date:
Vice President:	Date:
Human Resources:	Date:
Vice President of Business and Finance:	Date:
President:	Date:

Personnel Action Form Instructions

The Personnel Action Form (PAF) is required for all employee job or part-time employee salary changes. Changes will not be processed without a completed PAF with appropriate signatures. If you have any questions regarding information on this form, contact the Human Resources Department.

Procedures

1. Supervisor initiates changes to an employee's job or part-time employee's salary information.
2. Supervisor completes each section of the PAF and signs the form to designate his/her approval.
3. Supervisor forwards the PAF to all appropriate Executive members for review and approval of desired changes.
4. If approved, the PAF is forwarded to the Human Resources Generalist.
5. The Human Resources Generalist will forward the Director of Human Resources for review and approval if PAF is complete. If not complete, the Human Resources Generalist will return the PAF to the supervisor for completion. Once complete, the supervisor will forward the PAF to the Human Resources Generalist.
6. The Human Resources Department will file the original PAF in the employee's personnel file and forward a copy to the originating supervisor for communication to the employee.
7. Payroll will enter any changes into the administrative computer system for processing.

Termination Codes

5	Violation of Policy and Information Manual	100	Deceased
10	Insubordination	105	Personal Reasons
15	Unsatisfactory Work	110	Unhappy with job
20	Excessive Absenteeism	115	Incapable of performing job
25	Secured Employment W/O notice	120	Relocating
30	Probation/Attendance	125	Reason Unknown
35	Probation/Job Performance	130	Resignation
40	Involuntary Retirement	135	Lack of Work
45	Voluntary Retirement		
50	Continue Education		
55	Enter Armed Services		
60	Going into business for self		
65	Health Reasons		
70	Devote more time to family		
75	To accompany spouse		
80	Accepted other employment		
85	Accepted better employment		
90	Failed to report to work		
95	Failed to return from leave		