**How to Complete a Personnel Action Form**

The Personnel Action Form (PAF) is used to make changes in an employee’s job status or to a position, and to hire employees who do not go through the standard hiring process (such as Adjuncts, Pool Workers, and Temporary Assignments).

Always check that you are using the most recent revision of this form which can be found at this website:
http://www.snc.edu/hr/documents.html?d=/Employee_Action_and_Change_Forms

**Biographic and Address Information**

Complete as much information as possible. Please use legal and current names. Do not use nicknames. Home address is only necessary if a new employee.

**Employment Status**

Place a check in the appropriate box.

- **New Hire**: Employee has never been paid by the College through Payroll.
- **Re-Hire**: Employee has worked for the College previously (within last 5 years). Do not include student workers now being hired as staff or faculty of the College.
- **Special Pay/Assign**: Paying an existing employee additional compensation not part of the employee’s normal contract (must complete Temp Assignments/Positions section also).
- **Terminate**: Term employment for an employee (will term computer account and email access also).
- **Quit**: Employee is resigning.
- **Retired**: Employee is retiring.
- **Transfer**: Employee is moving from one position to another position on campus.
- **Time Clock Entry**: Check “yes” if you must punch in and out each day. (Auxiliary Services Positions)

**Position Status**

Complete as much information as you can.

**For Temp Assignments/Positions**

Complete this section for all temporary assignments/positions and for special pay/assignments. It is important that all of the information in this section is complete, so that HR and Payroll are clear on how and when the individual should be paid.

- **First Day Worked**: First day employee starts performing duties for this compensation. This is also the effective date.
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- **Last Day Worked:** Last day employee performs duties for this compensation.
- **Bi-Weekly or Lump Sum Payment:** Paid over more than 1 pay period or in one pay period as a lump sum.
- **Pay Period Starting:** Pay period that payment should start (Not pay date).
- **Pay Period Ending:** End of pay period that payment should end (Not pay date).
- **Number of Pay Periods:** Number of pay periods that employee should receive payment.

**Budget Information**

This section allows the Director of Finance to verify that the position is budgeted and that the budget is adequate to cover your request. If you need help with this information, the Director of Finance and/or Manager of Payroll and Personnel Budgets can assist you. Some positions, like Dining Services, have multiple Orgs. All possible Orgs should be listed. All hourly employees or hourly payments to employees must have *“Time Sheet Approver Name, ID, and Pos #”* completed.

**Approval Routing List**

Sign as supervisor and then forward to the Department Head for signature who should then route to the appropriate parties until all of the necessary parties have signed the form.

For terminations, resignations, or retirements, only the supervisor signature is needed before forwarding to Human Resources.

After the form has been completed and has arrived in the Human Resources department, a copy will be sent to the Department Head after the “action” has been processed.