Personnel Action Form (PAF) Instructions

The PAF can be found on the Research Foundation website under HR Forms. It is titled Personnel Action Form.

The following instructions have been designed to assist you in completing the PAF form. Please read and follow the instructions carefully. Adhering to these steps ensures that the action you are requesting occurs in accordance with the effective date listed on the PAF. Failure to follow the steps below will lead to a delay in processing which may impact the employee. In cases of termination of employment, failure to follow the instructions may lead to penalties or additional cost to your project. If you have questions or need assistance completing the form, please contact the HR Office at 898-6811.

**Step 1:** At the top of the sheet, check the Benefited or Non-Benefited Box and fill in the Employee Last Name box

**Employee Information Section**

**Step 2:** Fill in the Last Name, First Name/Middle Initial, and RF Employee ID (if applicable) fields

**Step 3:** Fill in the Home Mailing Address field

**Step 4:** Complete questions 1 – 4

**Action and Effective Date Section**

**Step 5:** Fill in the Effective Date of Action

**Step 6:** Check the box that applies to the action

*Please note that the Termination of Employment box should only be checked when an employee leaves the Research Foundation

**Step 7:** Fill in Explanation of Action with details regarding the action

**Project Information Section**

**Step 8:** Fill in the Project Director, Email, Project Phone, Project Zip, Project Name, Name of Supervisor, Email, Employee Work Phone, Project Contact Person, Email and Employee Job Title fields

**Step 9:** Fill in List 4 Essential Job Duties (A complete Job Description is required for New Hires and Change in Duties)

**Step 10:** Fill in the Hours/Week and (%) FTE fields

**Step 11:** Check one of the three boxes listed under Check One Type of Employee

**Step 12:** Complete the seven questions under Work Location

**Pay Line Instructions**

**Step 13:** Fill in the Project and Object Number fields

**Step 14:** Fill in the Pay Rate and check the bubble for Hourly, Salary or Flat Rate
Step 15: Fill in the *Beginning Date* (should be the same as *Effective Date*)

Step 16: Print the PAF

**Signature Section**

Step 17: *Employee Signature and Date* – Have the employee sign and date if they are available

Step 18: *Project Director Signature and Date* – Project Director must sign and date the PAF

**Routing the Form for Processing**

Step 19: Attach any supporting documentation as needed:

- A Performance Evaluation should be included for any Pay Change
- A Job Description should be included for New Hire or Change in Duties
- A Final Timesheet is required for all Terminations in order to process final payment

Step 20:

- For all projects that fall under RESP, forward the PAF and supporting documentation to RESP (1st floor of 25 Main St.) for review and signature.
- For non-RESP projects, forward the PAF and supporting documentation to Human Resources (2nd floor of 25 Main St.) for review and signature.