

Chico State Enterprises Announcements

Friday, August 19, 2022

New Design and Added Functionality for the Personnel Action Form (PAF)

The Chico State Enterprises (CSE) Human Resources and Payroll team is pleased to announce that, to further improve accuracy and provide greater ease of use, we have redesigned the [Personnel Action Form \(PAF\)](#).

The new PAF design includes concise questions and clarifies additional requirements for certain personnel actions. By requiring this information upfront, we believe these changes greatly reduce the amount of follow-up email correspondence between centers/projects and HR that are typically sent for PAF clarification reasons.

New PAF Features:

- Employee's affiliation with campus and auxiliary questions have been condensed.
- "Primary Department" field added with drop down menu. This information is utilized to identify the employee's department, and which required training courses need to be assigned.
- "Employee Location" field added with drop down menu. The official location for most CSE employees is 25 Main, 35 Main or campus. There are however some employees based in other facilities and the "Other Location" box would be selected for those individuals. ***"Employee Location" does not pertain to telecommuting locations.***
- "Action Request" options include more information about required attachments necessary for certain personnel actions.
- The "New Hire to Payroll" action request now includes a section for a candidate's personal email address and requires distinction regarding how the candidate was selected. Example: If a candidate was selected through the CSE Recruitment selection process, choose "Recruitment".
- New action request items include "Inactivate Employee" and "Activate Employee". Please use these actions to temporarily suspend employment without terminating or separating from projects. This action does not apply to an employee on FMLA leave. Example: An employee working this summer is not expected back until next summer or potentially later, submitting a PAF to "Inactivate Employee" helps inform us of their employment status.
- "Estimated Hours Per Year" field now requires the total estimated hours per year instead of week. The number of hours entered in this field will automatically calculate the full-time equivalent percentage (FTE%). Example: 2080 hours per year auto calculates FTE% 1.00.
- "Project Authorized Signer's Typed/Printed Name" field added. The term "Authorized" replaced "Director" since project directors are not always the only authorized signer for projects.
- More lines on page one have been added for project/object code entry.
- A separate second page can be attached to page one for additional entries as needed. A second signature is not required on page two.

As a general reminder, please send all PAF and HR-related questions to csehr@csuchico.edu.