



For HR use only

Person Entering Data In Banner

Date

PERSONNEL ACTION FORM (PAF)

I. DEPARTMENT INFORMATION

Division/School	Department	
Contact Person	Extension	Date

II. EMPLOYEE / APPOINTMENT INFORMATION

Employee Name	Effective Date
Employee ID Number	Ending Date
Job Title	Position #
# Years Credited / Teaching	Salary \$

III. ACTION TYPE (Please choose all applicable)

<input type="checkbox"/> Appointment	<input type="checkbox"/> Transfer	<input type="checkbox"/> Salary Change	Title Change (Indicate new Title)
<input type="checkbox"/> Separation	<input type="checkbox"/> Reclassification		
<input type="checkbox"/> Demotion	<input type="checkbox"/> Leave of Absence (Attach Letter)		Rank (Indicate new Rank)
<input type="checkbox"/> Promotion	<input type="checkbox"/> Return from Leave		

IV. EMPLOYMENT TYPE

<input type="checkbox"/> Full Time	<input type="checkbox"/> Faculty	<input type="checkbox"/> Fiscal Year (12 Mos.)	<input type="checkbox"/> Term Effective
<input type="checkbox"/> Part-time	<input type="checkbox"/> Adjunct	<input type="checkbox"/> Academic Year (9 mos.)	<input type="checkbox"/> Professional/Administrative
<input type="checkbox"/> Regular	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> Classified	Comments:
<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Tenure Track	<input type="checkbox"/> Modified	

V. POSITION CHANGE INFORMATION

V-a CURRENT EMPLOYMENT STATUS	V-b PROPOSED EMPLOYMENT STATUS																																																																								
Job Title	Job Title																																																																								
% Effort	% Effort																																																																								
Annual Salary \$	Annual Salary \$																																																																								
Dept/Division	Dept/Division																																																																								
Supervisor	Supervisor																																																																								
V-c CURRENT FUNDING	V-d PROPOSED FUNDING																																																																								
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Total Budget Amount \$	Total Budget Amount \$																																																																								

VI. EMPLOYEE SEPARATION

Reason for Separation:	<input type="checkbox"/> Non-renewal of Contract	<input type="checkbox"/> Laid Off
<input type="checkbox"/> Resigned (Attach letter)	<input type="checkbox"/> Left w/o Notice	<input type="checkbox"/> Did not return from LOA
<input type="checkbox"/> Retired	<input type="checkbox"/> If Other Please Specify --	

VII. APPROVAL SIGNATURES

Department Head	Human Resources
Date	Date
Vice President	President
Date	Date