

Personnel Action Form (PAF)



Please complete the appropriate section(s) and forward to HR.

GENERAL INFORMATION (Required for all sections below)

Date:					
Employee Name:			Hire Date:		Re-Hire: Yes No
Position Title:			Department:		
Department Manager/Elected Official:					

Hire Status

Hire Status:	Full-Time	Part-Time	Seasonal/Temporary	Hourly	Salary
Pay Range/Step:	Pay – Hourly Rate: \$		Or Annual Salary: \$		
Hours Per Week:	Budget Line Item:				
Comments:					

Rate of Pay Change/Position Transfer

Hourly Rate of Pay (Includes Market/Merit/Promotion Totals):	From	\$	To	\$	
Annual Salary (Includes Market/Merit/Promotion Totals):	From	\$	To	\$	
Reason:	Market	Merit	Promotion	Position Change	Other:
Hourly Employees: <small>(hourly rate)</small>	Market Change	\$	Merit Change	\$	Promotion Change \$
Exempt Employees: <small>(bi-weekly rate)</small>	Market Change	\$	Merit Change	\$	Promotion Change \$
From:	Position/Range	Department		Budget	
To:	Position/Range	Department		Budget	
Effective Date:	KPD Fee:		Yes	No	Amount \$
Comments:					

NOTE: Due to computer program rounding, there may be a few cents difference in the actual biweekly wage rate.

Separation Notice

Last Day in Pay Status:		Retirement	Resignation
Comments:			

Authorization (This section must be completed before any paperwork can be processed)

Elected Official/Department Head: _____ Date: _____
 Employee: _____ Date: _____
 Human Resources: _____ Date: _____