

## INSTRUCTIONS FOR PREPARING PERSONNEL ACTION FORM (PAF)

**FOR ALL EMPLOYEES:** Top Left Side – Check if the employee is Benefits Eligible

Top Left Side – Check if this is an Appointment (new or returning), Change in Status, or Termination

Top Right Side – Check if this employee is a Supervisor

Top Right Side – Check if this employees is Regular, Extra Help, or Emergency Hire

Enter employee's Last Name, First Name, and Middle Initial

Enter employee's Email Address

Enter employee's UCA ID

### I. APPOINTMENT (Complete sections A1, A2, and C.)

#### Section A1 (FUTURE/NEW STATUS)

1. Enter college or administrative area
2. Enter department name
3. Enter title of position
4. Enter grade if classified and check "Full-time" if employed full-time or enter percentage if part-time. Check the Overload box if this is an overload assignment.
5. Enter appointment salary or hourly rate if extra help. Indicate if appointment is 12-month, 10-month, 9-month, or Other.
6. If this is an academic appointment less than 9-months, indicate term appointment (i.e., Spring, Fall, Summer etc).

#### Section A2 (FUTURE/NEW SALARY DISTRIBUTION)

7. Position number is to be left blank.
8. Enter the account number(s) and account name(s) the salary is to be paid from.
9. Enter percentage to be paid from each account number.
10. Enter beginning and ending dates of assignment. **DO NOT CROSS FISCAL YEARS**, except in case of summer school. (Summer I and Summer II should be on the same PAF).
11. Payroll Use Only section will be completed by Payroll.

#### Section C (EXPLANATION)

1. Underline or Circle "Appointment" and state reason for appointment (e.g. to fill vacant position). Also indicate any additional information such as provisional position, rehire or transfer from another state agency. (Please note the Department Contact for this position.)
2. If this is a replacement, indicate the person being replaced.
3. If the new appointment is a faculty position, indicate if the position is on tenure track.

**II. CHANGE IN STATUS (Complete sections A1, A2, B1, B2, and C.)** Note: If an employee transfers to another department, the new department is responsible for preparing the PAF.

Section A1 (FUTURE/NEW STATUS) --Refer to explanations above and enter appropriate information in all boxes.

Section BI (CURRENT STATUS) --Enter information in all boxes using the latest (current) PAF for this employee.

Section A2 (FUTURE/NEW SALARY DISTRIBUTION) --Refer to explanations above and enter appropriate information in all boxes.

Section B2 (CURRENT SALARY DISTRIBUTION) --Enter information in all boxes using the latest (current) PAF for this employee.

Section C (EXPLANATION)

1. Underline or Circle "Change" and state reason for this change in status. (Please note the Department Contact for this position.)
2. If this change in status is a replacement, indicate the person being replaced.
3. If the new appointment is a faculty position, indicate if the position is on tenure track.

### **III. TERMINATION (Complete sections B1, B2, and C.)**

Section BI (CURRENT STATUS) --Enter information in all boxes using the latest (current) PAF for this employee.

Section B2 (CURRENT SALARY DISTRIBUTION) --Refer to explanation above. The To box in #10 (Effective Date) should be the last day the employee is to be paid.

Section C (EXPLANATION)

1. Underline or Circle "Termination" and give full reason for termination.
4. Enter the last day the employee was or will be present for work.