



Human Resources Personnel Action Form

Form: PAF Created: Aug2013
Revised: 05/16/16
HR Drive/Forms

Today's Date :

Proposed Effective Date:

Effective Date:

Action Request: **Employee Status:**

Position Status:

Personnel Information: *Required for employee actions

*Employee Name:	*Banner ID:	Social Security:	DOB:	Gender:
Address:	Phone #:	Ethnicity:	Highest Degree:	
Emergency Contact Name:	Phone #:	Address:	Relationship:	
If transfer Transfer from Position Number:	Transfer To Position Number :	Union Eligible: Yes No		

Position Information

Ad Request: Internal External Advertisements will be posted for a minimum of five days.	Number of Days:	Previous Incumbent: (If applicable) Name:	Banner ID:
Salary Range: From: To:	Indicate where to advertise:		
Hiring Chair:	Faculty:	Non Tenure Track	Tenure Track Tenured
New Position Vacant Position	Faculty Staff Student Work Study	Regular	Temp Term Other
Full Time Part Time Other	Non FLSA Covered (Salaried Position)	FLSA Covered (Time Sheets Required)	Time Sheet Required

Job Title:	Position Number:
Department Name:	Reporting Official:
Campus Location: Espanola El Rito	Office Phone:

Funding Source: I&G Grant Other	Contract Term:
Grant Program Name:	Staff: 12 mos Other
Grant Expiration Date:	Faculty: 9 mos 10 mos 11 mos 12 mos
Account/Grant/Program No:	Student: Currently Work Study: Yes No
Account/Grant/Program No:	FTE: Amount: \$
Account/Grant/Program No:	FTE: Amount: \$
(Must Equal Contract or Estimated Amount)	
Total: \$	

Notes:

Compensation

Start Date:	Pro-rated Amount: \$	Total Hours Authorized:
End Date:	Annual Amount: \$	Weekly Hours Authorized:
Probation Ends:	Stipend: \$	Hourly Rate: \$ (if applicable)
	Total Contract: \$	Total Estimated: \$
Current Salary: \$	Proposed Salary: \$	Salary Increase \$ Percentage:
Budget Check:	Job Title:	Date:
Completed by:	Job Title:	Phone: Date:

Employee Signature:	Date:
Supervisor Signature:	Date:
Executive Signature:	Date: