

## OFFICE OF HUMAN RESOURCES

### PERSONNEL ACTION NOTICE

1. A Personnel Action Form(PAF) is needed for all personnel transactions on Regular, Temporary, and Probation employees as noted on the form.
2. Submitted Personnel Action forms should include a brief description of the personnel transaction, and should be noted in the status comments section on the form.
3. Personnel Action Forms are submitted for signatures and require all signatures to include: Dean/Administrative Head, General Officer, Provost, Budget (if on Basic Budget account), and Grants (if on Grant account); Human Resources Director, and the President.
  - a. Prior to submission for signatures, the Administrative Assistant maintains a list of the PAFs, and makes a copy of the PAF and distributes based on a “need to know”.
  - b. The Human Resources Generalist (Compensation Analyst) receives copies of all PAFs prior to completion of signatures.
  - c. Initial employment and rehires are given to the other members of the Human Resources team for information purposes to jumpstart their employment processes.
4. Once the Personnel Action Form is approved by the President and received in Human Resources, the Administrative Assistant provides a copy of the PAF only on initial employment, and rehires to the other Human Resources personnel in the department.
5. The Human Resources Generalist II (compensation Analyst) is the only one on the Human Resources team that receives a copy of all PAFs regardless of transaction.
6. The Human Resources Assistant maintains the original PAF document for filing purposes.

### WORKFLOW PROCESS

1. The Human Resources Assistant provides a copy of the vacancy announcement to the Human Resources Generalists in the department.
2. The Human Resources Assistant maintains the original information for the Personnel file.