



<i>Human Resources Form</i>	<b>Effective Date:</b>
<h1>Personnel Action Form (PAF)</h1>	

<b>Employee ID#:</b>		<b>Employee Name:</b>	
<b>Action Requested:</b>			

**Section 1 – Current Information**

**Section 2 – Position Change (if applicable)**

<b>Position #</b>	<b>Position #</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Department:</b>	<b>Department:</b>
<b>Location:</b>	<b>Location:</b>
<b>Job Code:</b>	<b>Job Code:</b>
<b>Classification:</b>	<b>Classification:</b>
<b>Report To:</b>	<b>Report To:</b>
<b>Position Type:</b>	<b>Position Type:</b>
<b>FTE:</b>	<b>FTE:</b>
<b>Union:</b>	<b>Union:</b>
<b>FLSA Status:</b>	<b>FLSA Status:</b>
<b>Pay Plan:</b>	<b>Pay Plan:</b>
<b>Grade:</b>	<b>Grade:</b>
<b>Step:</b>	<b>Step:</b>
<b>Pay Rate:</b>	<b>Pay Rate:</b>
<b>Next Step Date:</b>	<b>Next Step Date:</b>

**Section 3 – Additional Pay Entry**

Action (Start/End)	Additional Pay Type

**Section 4 -Account String(s)-** *(Enter the default/main/home account string first – If changing)*


**Section 5 - Remarks/Notes:** *If ending employment, check rehire status:*

*Eligible*    *With Caution*

<b>Authorization:</b>		
Name:	Signature:	Date:
<b>HR Audit Review:</b>		
Name:	Signature:	Date: