



PERSONNEL ACTION FORM CENTRAL STATE UNIVERSITY

HR Website: <http://www.centralstate.edu/faculty/hr/index.php>

Select Employee Classification:

Faculty – Faculty Members
Adjunct Faculty – Adjunct Instructors
Staff - New Hires, Re-Hires, Temporaries, Interim,
Graduate Assistant – Students in Graduate
Assistantship Program

SECTION 1: SELECT ONE OF THE PERSONNEL ACTIONS

1. Effective Date – Human Resources will complete.
2. New Hire - Choose this action if the individual has never worked at Central State University. Applicable documents, including, but not limited to, must be attached to the PAF.
3. Rehire - Choose this action if the individual worked at Central State University prior to this appointment in any capacity, within a two year timeframe.
4. Additional Service/Supplemental Pay - Choose this action if the employee performs services beyond the scope of their primary position, i.e., work is performed outside the scope of their position. A Pay Schedule must be attached to the PAF.
5. Change in Pay Rate - If an employee has a change in pay.
6. Change in Account – If an employee has a change in Funding.
7. Change in Classification Status – If an employee's Position, Title, or duties are added or changed.
8. Correction – If an original PAF has errors and must be resubmitted.
9. Summer- Faculty/Adjunct working Summer A & B, Camp / Non-Camp Summer Hires.
10. Overload- Faculty only.
11. Promotion - An existing employee is promoted.
12. TWL – Temporary Working Level is defined as an employee working in place of another worker on a temporary basis.
13. Leave of Absence – Employee is on FML (Family Medical Leave), Medical Leave, Military Leave, Personal Leave, or Sabbatical.
14. Voluntary Separation - Separated by the employee.
15. Involuntary Separation - Separated by the University.
16. Employee Work Location (Building) – Building employee works in.
17. Room Number – Room # where employee will work.
18. Office Phone Number – If employee does not have office phone, use departmental number.
19. Supervisor – Name of employee's Supervisor.
20. Job Title – Title of position.
21. Department/Project – Name of Department / If Grant funded name of Project.
22. Division – Employee's Division.

SECTION 2: BUDGET

23. Position # - Human Resources will complete.
24. Funding Source- Select funding source: E&G, Title III, Grants, or Foundation.
25. Pay Frequency – Select Bi-Weekly or Monthly.
26. Payroll – Provide Hourly (Bi-Weekly) or Annual Salary (Monthly).
27. Org Code – Organization Number.
28. Account Number – Account Number.
29. Program – Program Code.

30. Percentage – Percentage of Salary.
31. Full-Time Benefit Eligible – Staff/Faculty/AFSCME employees are eligible for benefits if they work 40 hours per week and are permanent.
32. Interim Benefits Eligible – Staff, working Interim position.
33. Part-Time No Benefits – Refers to Staff/Adjunct/Temporary employees who work less than 40 hours.
34. Temporary, No Benefits - Temporary appointments are not eligible for benefits. Temporaries do not work longer than 90 days.

SECTION 3: COMMENTS

35. Use for any additional comments or to list Adjunct or Faculty Courses.

SECTION 4: SEPARATION

36. Reason – Reason for separation.
37. Last Day Worked- Last physical day worked.
38. Department – Department employee worked in.
39. Account Number – Department Account number.
40. Job Title – Employee's job title.
41. Forwarding Street Address- Address for forwarding documentation.

SECTION 5: LEAVE

42. Last Day Worked – Last day employee worked prior to leave.
43. Expected Return Date – Employee's expected return date from leave.
44. Actual Return/Early Return Date – Actual or early return date from leave.
45. Return on Time/ Extension – Employee returned or extended their leave time.
46. Worker's Comp – Is employee on Worker's Comp?
47. Leave of Absence Form – Has FMLA/Leave been received by HR?
48. Type of Leave – Select correct leave.

SECTION 6: APPROVAL

49. Must have required signatures on PAF prior to submitting to Human Resources Department.

SECTION 7: SIGNATURE

50. Temporary Employment Statement: Temporary employee understands he/she may not work entire length of contract. **Temporaries do not work longer than 90 days.**
51. Signature Statement: Employee checks appropriate box and signs/dates the signature statement regarding their employment with Central State University.
52. Employee officially signs/dates their PAF.