College of Engineering

Personnel Action Form (PAF) Process

The purpose of this Policy is to ensure that all personnel actions are reviewed for accuracy, available funding, necessary approval and submitted in accordance with a standardized process.

1. Department staff initiates and completes the PAF
2. Department staff checks funding and dates with grants and/or business office staff (as applicable).
3. Department staff and grants staff (as applicable) review PAF for accuracy
4. Department staff submits the PAF to department chair (or designate for signature)
5. Department staff sends the PAF to College HR office for review and processing
6. College HR will gather Dean level signature
7. College HR will process, copy for file and submit to payroll
8. Changes to the original PAF will be communicated to the Department Staff
9. Department staff checks Turnaround Database or SAP to ensure PAF is entered and appointment is accurately reflected