

**PERSONNEL ACTION FORM (PAF)  
REGULAR/SALARIED EMPLOYEE**

**EMPLOYEE TYPE:**  Regular Classified     Confidential     Salaried Professional

**EMPLOYEE IS ALSO AN HOURLY:**  Academic Employee     Classified Employee

**TYPE OF ACTION:**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> New Hire              | <input type="checkbox"/> Out-of-Class Compensation | <input type="checkbox"/> Resignation  |
| <input type="checkbox"/> Promotion             | <input type="checkbox"/> FTE Change                | <input type="checkbox"/> Retirement   |
| <input type="checkbox"/> Transfer/Reassignment | <input type="checkbox"/> Budget Code Change        | <input type="checkbox"/> Termination  |
| <input type="checkbox"/> Reclassification      | <input type="checkbox"/> Shift Differential        | <input type="checkbox"/> Other: _____ |

**EMPLOYEE NAME:** \_\_\_\_\_ **EMPLOYEE ID#:** \_\_\_\_\_  
*Last* *First*

**EFFECTIVE DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_ **SHIFT DIFF %:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **RANGE/STEP:** \_\_\_\_\_ **FTE:** \_\_\_\_\_ **# OF MONTHS:** \_\_\_\_\_

**FUNDING SOURCE:**  No Change

FUND	ACTIVITY	PG FS	OBJECT	BUDGET CTR	%	BUDGET CTR NAME

**NOTES:**

**APPROVALS – PLEASE USE BLUE INK**

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Controller Date

\_\_\_\_\_  
Next-Line Administrator Date

\_\_\_\_\_  
Associate Vice President, Human Resources, Training & Development Date

\_\_\_\_\_  
Assistant Superintendent/Vice President or President Date

<b>HR USE ONLY</b>	BOARD APPROVAL DATE: _____	POSITION CODE:    –                      –
<b>PAYROLL USE ONLY</b>	<input type="checkbox"/> PERS/STRS <input type="checkbox"/> CPEM/CSRM <input type="checkbox"/> BNDS <input type="checkbox"/> ETAX <input type="checkbox"/> EDDP <input type="checkbox"/> OFFI <input type="checkbox"/> Step List <input type="checkbox"/> VAPO/COPO <input type="checkbox"/> TERM	