

PERSONNEL ACTION FORM (PAF)

Georgia State University

A. EMPLOYEE

Name (LAST, First Middle) <i>(As it appears on Soc Sec card)</i>	Employee ID or Panther #:	
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B. APPOINTMENT CLASSIFICATION (✓ *Appropriate classification. Explain multiple appointment classifications in Remarks below.*)

Faculty, Academic Year (AY)	Staff, Regular (ongoing or > 3 yrs)	Current GSU Student Asst (non- Work/Study)
Faculty, Fiscal Year (FY)	Staff, Limited Term (> 6mo - 3 yrs)	Current GSU Work/Study Student
Fellow or Postdoc	Staff, Temporary non-student (6 mo or less)	Non-Employee Affiliate or Other:
	Staff, Occasional / On-call	

C. ACTION REASON (✓ *Appropriate action. Must be received by HR 5 working days before regularly scheduled pay date.*)

NEW HIRE or REHIRE (sec D & E)	Action Start Date	End/Term Date	ACTION Code (see back)	Comment (see back)
CHANGE position information (sec D)	mo day yr			
CHANGE earnings distribution (sec E)				
TERMINATION		not applicable		

D. POSITION INFORMATION (*HIRES: enter data in all TO fields. CHANGES: enter only fields requiring changes from current info*)

	Change FROM	Change TO		Change FROM	Change TO
Home Department Name			Room # & Bldg		
			P.O. Box		
Home Department (Spectrum Dept #)			Phone Ext. for Directory		
Business Unit			Phone Ext. Direct Line		
Job Code (6 characters, e.g. 900X00)			AY or FY Base Salary	\$	\$
Job Title(s)	Title 1	Title 1	Payroll Type -- ✓ <i>Appropriate payroll type. See back for definitions.</i>	<input type="checkbox"/> non-exempt paid biweekly	<input type="checkbox"/> non-exempt paid biweekly
				<input type="checkbox"/> non-exempt pd semi-monthly	<input type="checkbox"/> non-exempt pd semi-monthly
	Title 2	Title 2		<input type="checkbox"/> exempt pd semi-monthly	<input type="checkbox"/> exempt pd semi-monthly
				<input type="checkbox"/> exempt paid monthly	<input type="checkbox"/> exempt paid monthly
FT Equivalency (FTE) 1.00 = Full-time			Special Pay beyond Base**	<input type="checkbox"/> one-time pymt**	<input type="checkbox"/> one-time pymt**
Position #					
Leave of Absence	<input type="checkbox"/> Active	<input type="checkbox"/> LOA			
OTHER (explain in Remarks below)			Unit Rate of Pay*	<input type="checkbox"/> per hour	<input type="checkbox"/> per hour
Also Employed in another DEPT? (Y/N):	If YES, what DEPT?			<input type="checkbox"/> per pay period	<input type="checkbox"/> per pay period
			<input type="checkbox"/> one-time only*	<input type="checkbox"/> one-time only*	

E. EARNINGS DISTRIBUTION. (*Enter for all employees. Must total to 100% regardless of FTE. Must reflect actual allocation of effort.*)

SPEEDTYPE Code(s) To Charge Salary / Effort	% of total Salary/ Effort	Charge to each Speedtype PER PAY PERIOD	** REMARKS (Explanations/details. Continue on back if necessary.** <i>Explanation/justification required of ALL one-time payments.</i>)
		\$	HR Use Only
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
% of total salary/effort	100.00%	\$\$	

F. APPROVALS (*Signature attests to personal knowledge¹ & accountability re: the legitimacy and business integrity of this transaction.*)

	NAME (Printed)	SIGNATURE	Phone Ext	Date
Authorized Requestor/Initiator of Action ¹ <i>(required)</i>				
Authorized Approver for Budget Unit ¹ <i>(required & different than Initiator above)</i>				
Authorized Approver for 2 nd Budget Unit ¹ <i>(if multiple budget units are charged)</i>				
Dean, VP, Provost, or President <i>(or authorized designee, as required)</i>				
Financial Aid/ Other <i>(as needed)</i>				
Human Resources/Budget	Auth1 / /	Auth2 / /	Auth3 / /	Final / /

Send ORIGINAL to HR. For grant/sponsored project actions, send COPY to Grants & Contracts

A. EMPLOYEE. Name cannot be changed via this form; have employee contact Human Resources for Name changes. If Employee is a New Hire, leave Employee ID/Panther # blank.

B. APPOINTMENT CLASSIFICATION. If there are multiple appointment classifications, explain in Remarks.

C. ACTION CODE. Note the reason for the action in the COMMENTS and REMARKS Sections of the PAF.

Action	Comments/Examples
HIRE (HIR)	<ul style="list-style-type: none"> • “New Faculty Hire. Employee is transferring from Georgia Perimeter College.” • Individual's initial employment with Georgia State University • Retiree 's initial reemployment with Georgia State University
REHIRE (REH)	<ul style="list-style-type: none"> • “Reemployment of Student Assistant” • Rehiring of a former employee/faulty member • Reemployment of a PantherTemp
PAY RATE CHANGE (PRC)	<ul style="list-style-type: none"> • “Job Reclassification. Classification & Compensation authorization attached.” • Promotions • Equity Adjustments • Demotions • Reclassifications • FTE Changes
DATA CHANGE (DTA)	<ul style="list-style-type: none"> • “Change in classification of employee, change in Earnings Distribution, and Correction of JobCode.” • Start /End of Interim/Acting Appointment • Correcting JobCode • Correcting Department
TERMINATION (TER)	<ul style="list-style-type: none"> • “Employee Resigned. Last day on payroll is 6/21/07.” • Resignations • Discharged • Death • Misconduct • Transfer to Affiliate Institution
RETIREMENT (RET)	<ul style="list-style-type: none"> • “Employee will retire 8/15/07. Last day in office will be 7/31/07.” • Disability Retirement • Early Retirement • Service Retirement
LEAVE OF ABSENCE (LOA)	<ul style="list-style-type: none"> • “Employee is taking an educational sabbatical Fall Semester. This will be unpaid. The last day at work is October 11, 2007. First date of absence is October 12, 2007.” • NON-FMLA Qualified Family Leave • Personal • Educational • Administrative • Military
RETURN FROM LEAVE OF ABSENCE (RFL)	<ul style="list-style-type: none"> • “Employee returned from her LOA. Return her to active status 9/23/07.” • Return from Leave

D. POSITION INFORMATION (DEFINITIONS)

- Home Dept = Department of first or primary affiliation, even if salary is paid from other account(s).
- Job Title = Must correspond to a title approved by Classification/Compensation.
- FTE = % of full-time equivalency. 1.00 = 100% time. Positions with an FTE less than 0.5 are not benefit-eligible.
- Payroll Type = *EXEMPT* = monthly or semi-monthly salaried position, not overtime-eligible (faculty, admin/prof staff)
NON-EXEMPT = hourly, OT-eligible, submits timesheets (support, clerical, trades, paraprofessional, service staff; student assistants). Some non-exempt positions are paid bi-weekly, others are paid semi-monthly.

Additional REMARKS