THE UNIVERSITY OF AKRON
DEPARTMENT OF HUMAN RESOURCES
OPERATIONS & EMPLOYMENT

GUIDELINES FOR PROCESSING
PERSONNEL ACTION FORMS
(PAFs)
FOR CONTRACT PROFESSIONALS, FULL-TIME
FACULTY, AND STAFF EMPLOYEES

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Section 1 – Understanding the Personnel Action Process: An Overview

Purpose of a Personnel Action Form (PAF)

The Personnel Action Form (PAF) is used to initiate employee actions for all Staff, Contract Professional, and Faculty employees. This document will provide detailed information on the *Hire/Rehire*, *Change/Leave/Reappointment* and *Separation* PAFs.

Note: For all **Part-time Teaching and Summer Session** appointments, please use the *Part-Time Teaching/Summer Session* PAF, located on our Part-Time Faculty Hiring webpage. All rehires, changes, and terminations for part-time Faculty should be completed using this form, as well as all full-time and part-time Faculty summer session assignments and stipends which are paid during summer session dates.

How to Choose the Correct PAF

- *Hire/Rehire* PAF is used for hires, rehires, odd date/one-time payment/overload appointments, and the initial appointment of administrative stipends. Initial Hire PAFs will be initiated by Human Resources Operations & Employment.
- *Change/Leave/Reappointment* PAF is used for employee data changes, job reclassifications, promotions, paid or unpaid leaves of absence, and reappointment of current employees or current administrative stipends. Employee data changes include a salary change, earnings distribution, title change, promotion, etc.
- *Separation* PAF is used for resignations, discharge, retirements, cancel contracts, and non-renewals. A Clearance Form must be completed for all regular and full-time employees who are separating from the university.

Where to Obtain a Blank PAF

All of the PAFs are available on the Human Resources website at http://www.uakron.edu/hr/forms-directory in the Hiring Process Managers menu. Please always use the current version available. The forms are password protected and do not allow for manipulation or change to the form. Data should be typed into the gray shaded fields or selected from drop-down menus, when applicable. Forms that are not properly completed will be returned to the initiating unit, which may cause a delay in pay for the employee.

Example PAFs

For added convenience, examples of commonly-processed PAFs are on the Human Resources website at https://www.uakron.edu/hr/hiring-separation-and-personnel-actions/hire-an-employee/hiring-forms/paf-samples.dot.

Approvals and Routing

The initiating unit should retain a copy of the PAF prior to routing the original form to the appropriate individuals for signatures. Units must complete the approval/routing process in sequential order as detailed below for *Hire/Rehire* and *Change/Leave/Reappointment* PAFs:

1. Department Chair/Director
2. Dean
3. Vice President/Provost/Chief of Staff – Contract Professional and Faculty approvals; Chief of Staff approval for President's direct reports only.
4. Human Resources Operations & Employment – (HR will route to #5 and #6, as required)
5. Budget/Controller
6. Appointing Authority

Note: For all *Separation* PAFs, omit the Budget/Controller verification from the approval/routing process.

Deadlines

PAFs should be processed in a timely manner utilizing the deadline dates listed on the HR/Payroll Calendar. Refer to the UA Payroll Department's webpage for an electronic version of the HR/Payroll Calendar.

Guidelines for Processing "Odd Date" Assignments

"Odd date" assignments include any part-time Faculty activity to be paid that does not fall between the specific dates of the fall or spring semesters, or established summer sessions. This also includes any full-time Faculty assignment or stipend which falls outside of the academic year. For detailed information on processing an "odd date" assignment, please view the documentation, found on our Part Time Faculty Hiring webpage.

Who to Contact

Human Resources is here to help! Please refer to the HR Administrator Contact List for Department and College to contact your administrator with questions.

Academic/Administrative Unit	Name	Extension
College of Health & Human Sciences: Including Training Center for Fire & Hazardous Materials & Police Academy pool position process	Cindy Harm	x8399
School of Law	Cindy Harm	x8399
Graduate School	Cindy Harm	x8399
Office of the President	Cindy Harm	x8399
VP, Finance & Admin/CFO	Cindy Harm	x8399
Information Technology Services	Cindy Harm	x8399
University Internal Audit	Cindy Harm	x8399
VP, General Counsel	Cindy Harm	x8399
Buchtel College of Arts & Sciences	Derek Brown	x8402
LBJ FF School of Education (BCAS)	Derek Brown	x8402
Williams Honor College	Derek Brown	x8402
Wayne Campus	Derek Brown	x8402
Office of Academic Affairs (includes reports to OAA)	Derek Brown	x8402
VP, Student Affairs	Derek Brown	x8402
Board of Trustees	Derek Brown	x8402
Athletics	Derek Brown	x8402
Full-time Faculty Hires	Derek Brown	x8402
Human Resources	Derek Brown	x8402
College of Engineering & School of PSPE	Judy Casserman	x7097
College of Business	Judy Casserman	x7097
University Libraries	Judy Casserman	x7097
VP, Capital Planning & Facilities Mgmt.	Judy Casserman	x7097
VP, Inclusion & Equity	Judy Casserman	x7097
VP, Development (Office of Advancement)	Judy Casserman	x7097
VP, Communications & Marketing	Judy Casserman	x7097
VP, Research Admin & Technology Transfer	Judy Casserman	x7097

Section 2 – Navigating Through a Personnel Action Form (PAF)

Once a form has been opened, make sure that your cursor is in the Empl ID or SS# field of the form. To move to the next field in the form, press the Tab key or use the arrow keys.

Some fields contain pre-determined data located in drop-down menus (refer to example provided below). To select data from a drop-down menu field,

- Tab to appropriate field (a down arrow button should appear).
- Click down arrow button to display full list of available options in a drop-down menu.
- Move cursor to highlight menu item.
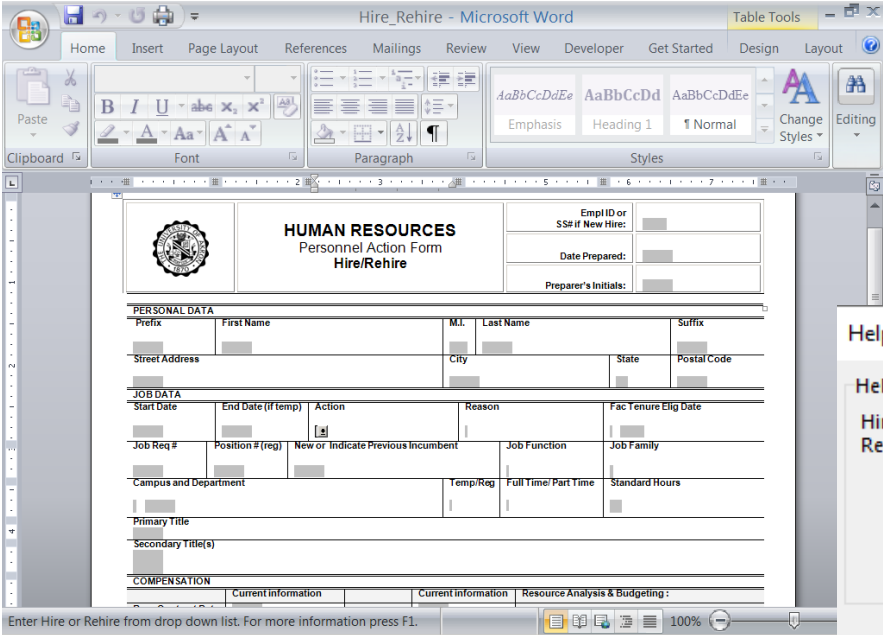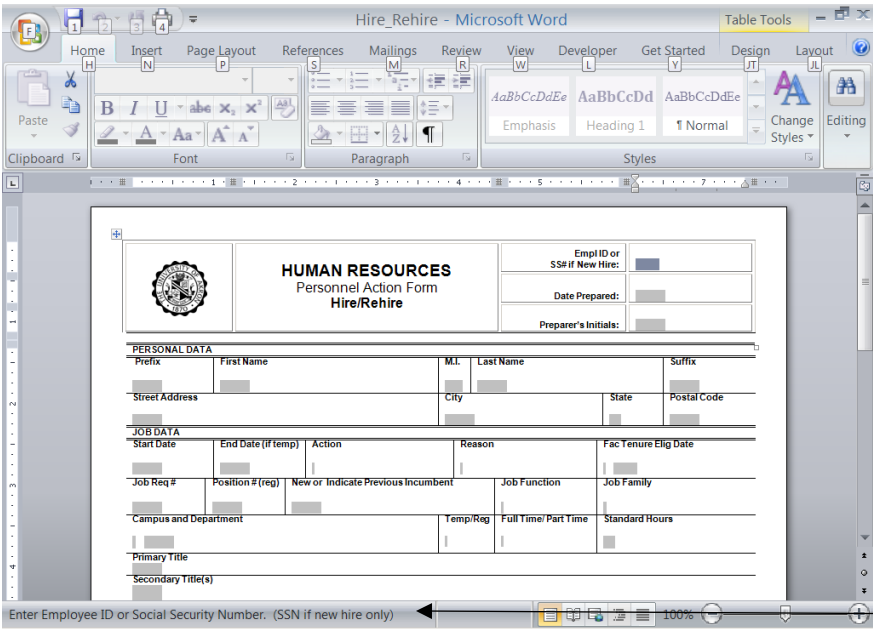- Click to select item.

Help Text

Field-level help is now available for assistance with filling out the PAF form. The help text is displayed in the status bar. To display additional help text press F1.

Section 3 – Hire/Rehire Form

Who Initiates the PAF
- PAFs for Staff, Faculty, and Contract Professional new hires are initiated by Human Resources Operations & Employment.
- PAFs for Staff, Faculty, and Contract Professional rehires are prepared by the college or administrative unit initiating the action.

How to Complete the PAF
The following chart provides instructions or gives a description of information that is needed for each field:

FIELD	HIRE/REHIRE INSTRUCTIONS/DEFINITIONS		
Empl ID or SS# if new hire	An employee ID or, if no ID is created yet, valid social security number is essential for proper processing of a new hire.		
Date Prepared	Date the PAF is prepared.		
Preparer's Name	Initials of the person completing the form.		
PERSONAL DATA			
Complete the personal data fields. A local address is required for all new hires. If no local address is provided, the U of A address will be used. NOTE: If the U of A address is used, notify HR immediately once a local permanent address is available.			
JOB DATA			
Start Date	Date that the hire/rehire is effective.		
End Date (if temp)	Required for temporary appointments only.		
Action	Refer to the drop-down box in the Action/Reason field on the *Hire/Rehire* PAF for a list of valid values.		
Reason	Refer to the drop-down box in the Action/Reason field on the *Hire/Rehire* PAF for a list of valid values.		
Fac Tenure Elig Date	Term that a full-time regular Faculty is eligible for tenure. Date should be term plus 6 years (ex: if hired fall 2009 - fall 2015). If hired with tenure, indicate GRANTED.		
Job Requisition # (JRF or TRF)	Required when replacing a current vacant position, or when adding a new position.		
Position # (reg)	Required for regular employees only.		
New or Indicate Previous Incumbent	Enter the first initial and last name of the position's vice (previous incumbent), if applicable (ex. J. Doe). If new position, indicate NEW.		
Job Function and Job Family	Job Function values:	Job Family values:	
	FACULTY	AFR	Administrative Faculty with Rank
		AJF	Adjunct/Attached Faculty (no salary)
		LFR	Library Faculty with Rank
		REF	Research Teaching Faculty
		TEF	Teaching Faculty
	CONTRACT PROFESSIONAL	ADJ	Adjunct/Attached CP (no salary)
		APS	Administrative Professional Staff
		IPS	Instructional Professional Staff
	STAFF	ADJ	Adjunct/Attached Staff (no salary)
		BRG	Bargaining Unit
		CLA	Classified Staff
		UNC	Unclassified Staff
Campus and Department	Indicate Akron or Wayne and department of assignment.		
Temp/Reg	Temporary or regular to reflect the status of the job appointment.		

FIELD	HIRE/REHIRE INSTRUCTIONS/DEFINITIONS	
Full Time/Part Time	Full or part-time to reflect the status of the job appointment.	
Standard Hours	Forty (40) hours are the standard for full-time employees. If employee is part-time, standard weekly hours must be indicated (Max. 29 hours).	
Primary Title	Indicate employee's primary job title.	
Secondary Title(s)	Indicate employee's secondary job titles, if applicable. If more than 2 additional titles, continue in the COMMENTS area of the PAF.	
COMPENSATION		
Base Contract Rate	Reflects the employee's rate of pay.	
Contract Basis:	Refer to the drop-down box in the Contract Basis field on the *Hire/Rehire* PAF for a list of valid values.	
	12 – month	Faculty or Contract Professional employees on 12-month contract
	10 – month	Faculty or Contract Professional employees on 10-month contract
	9 – month	Faculty on a 9-month contract
	Biweekly	Salaried Staff that **do not** complete a timecard
	Hourly	Hourly Staff that **do** complete a timecard
Contract Bases used for PT additional assignments and for one-time payments:	1 XP	One-time payment; refer to Section 6 regarding Odd Date assignments.
	Daily	Appointments less than one week; refer to Section 6 regarding Odd Date assignments.
	Monthly	Part-time odd date assignments; refer to Section 6 regarding Odd Date assignments.
	Weekly	Part-time odd date assignments; refer to Section 6 regarding Odd Date assignments.
Grade	Applies to Contract Professionals and Staff. Grade can be found at https://www.uakron.edu/hr/classification-services/classified-staff-classifications.dot	
Bargaining Unit	Refer to the drop-down box in the Bargaining Unit field on the *Hire/Rehire* PAF for a list of valid values.	
Admin stipends: Amount/Stipend Basis	For initial assignment of administrative stipends, indicate stipend amount and pay basis. Note in COMMENTS area the reason for the stipend.	
Account - %	Indicate account # and %. Accounts must add up to 100%. If more than 4 accounts are used, continue in the COMMENTS area of the PAF.	
Stipend Account - %	Indicate account # and % for stipend, if applicable.	
RESOURCE ANALYSIS & BUDGETING		
If the salary is more than the approved budgeted amount, please inquire with your department manager/supervisor for current recommendations and/or processes. For information on funding salary increases, please contact Emily Leake (eleake@uakron.edu) in the Department of Resource Analysis & Budgeting.		
EMPLOYMENT DATA		
Include the employee's building, room number, and phone extension. Indicate the campus zip +4 along with the employee's first-level supervisor.		
COMMENTS or CONTINGENCIES		
Note any special conditions regarding the appointment (ex. rationale for stipend or one-time payment).		

Section 4 – Change/Leave/Reappointment Form

Who Initiates the PAF

PAFs for any change, leave of absence, or reappointment for current Faculty, Staff, or Contract Professionals are prepared by the college or administrative unit initiating the action.

How to Complete the PAF

Note: The fields in the "CURRENT" section of the form should reflect the employee's current job information. The "New" section of the form should reflect changes only (ex: for reappointments with no other changes, the only information listed in the "New" section of the form should be the new dates).

The following chart provides instructions or gives a description of information that is needed for each field:

FIELDS	CHANGE/LEAVE/REAPPOINTMENT DEFINITIONS/INSTRUCTIONS		
Empl ID	Employee ID is required for processing.		
Date Prepared	Date the PAF is prepared.		
Preparer's Name	Initials of the person completing the form.		
PERSONAL DATA			
Complete the personal data fields.			
JOB DATA			
Previous Incumbent	Enter the first initial and last name of the positions vice (previous incumbent) if applicable (ex. J. Doe). If new position, indicate NEW.		
Action	Refer to the drop-down box in the Action field on the *Change/Leave/Reappointment* PAF for a list of valid values.		
Reason	Refer to the drop-down box in the Reason field on the *Change/Leave/Reappointment* PAF for a list of valid values.		
Effective Date	Date that the action is effective.		
End Date	Required only if temporary employee or the action has an end date.		
Fac Tenure Elig Dt	Required only if tenure eligibility date is changing.		
Job Req #	Refers to the Job Requisition number. This is required when replacing a current vacant position, or when adding a new position.		
Position # (reg)	Required for regular employees only.		
Job Function and Job Family	Job Function values:	Job Family values:	
	FACULTY	AFR	Administrative Faculty with Rank
		AJF	Adjunct Faculty (no salary)
		LFR	Library Faculty with Rank
		REF	Research Teaching Faculty
		TEF	Teaching Faculty
	CONTRACT PROFESSIONAL	ADJ	Adjunct CP (no salary)
		APS	Administrative Professional Staff
		IPS	Instructional Professional Staff
	STAFF	ADJ	Adjunct Staff (no salary)
		BRG	Bargaining Unit
		CLA	Classified Staff
		UNC	Unclassified Staff
Temp or Reg	Temporary or regular to reflect the status of the job appointment.		
FT or PT	Full or part-time to reflect the status of the job appointment.		
Standard Hrs	Forty (40) hours are the standard for full-time employees. If employee is part-time, standard weekly hours must be indicated (Max. 29 hours).		

FIELDS	CHANGE/LEAVE/REAPPOINTMENT DEFINITIONS/INSTRUCTIONS	
Campus/Dept	Indicate Akron or Wayne and department of assignment.	
Primary Title	Indicate employee's primary job title.	
Secondary Title(s)	Indicate employee's secondary job titles, if applicable. If more than 2 additional titles, continue in the COMMENTS area of the PAF.	
COMPENSATION		
Base Contract Rate	Reflects the employee's rate of pay.	
Contract Basis:	Choose one of the following valid values:	
	12 – month	Faculty or Contract Professional employees on 12-month contract
	10 – month	Faculty or Contract Professional employees on 10-month contract
	9 – month	Faculty on a 9-month contract
	Biweekly	Salaried Staff that **do not** complete a timecard
	Hourly	Hourly Staff that **do** complete a timecard
Contract bases used for PT additional assignments and for one-time payments:	1 XP	One-time payment; refer to Section 6 regarding Odd Date assignments.
	Daily	Appointments less than one week that do not reflect teaching activity; refer to Section 6 regarding Odd Date assignments.
	Monthly	PT odd date assignments that do not reflect teaching activity; refer to Section 6 regarding Odd Date assignments.
	Weekly	PT odd date assignments that do not reflect teaching activity; refer to Section 6 regarding Odd Date assignments.
Grade	Applies to contract professionals and staff. Grade can be found at https://www.uakron.edu/hr/classification-services/classified-staff-classifications.dot	
Bargaining Unit	Refer to the drop-down box in the Bargaining Unit field on the *Change/Leave/Reappointment* PAF for a list of valid values.	
Admin stipends Amount / Stipend Basis	Indicate stipend amount and pay basis. Note in COMMENTS area the reason for the stipend.	
Account - %	Indicate account # and %. Accounts must add up to 100%. If more than 4 accounts are used, continue in the COMMENTS area of the PAF.	
Stipend Account - %	Indicate account # and % for stipend, if applicable.	

EMPLOYMENT DATA

Required only if changes are made in this area. Include the employee's building, room number, and phone extension. Indicate the campus zip +4 along with the employee's first-level supervisor.

COMMENTS/CONTINGENCIES/JUSTIFICATION FOR CHANGE

Note justifications for changes made on the form, or any special conditions regarding the appointment (ex. rationale for stipend). Include any required employment forms.

ADDITIONAL FUNDING SOURCE(S)

If the salary is more than the approved budgeted amount, please inquire with your department manager/supervisor for current recommendations and/or processes.

For information on funding salary increases, please contact Emily Leake (eleake@uakron.edu) in the Department of Resource Analysis & Budgeting.

Section 5 – Separation Form

Guidelines for Separation Effective Dates

- Please review rule 3359-26-05 Separation from the University prior to processing any *Separation* PAFs.
- Pursuant to rule 3359-26-05, employees may NOT extend their end date beyond their last day of employment to use up vacation and/or extend benefits. The only exception is in the case of a retirement.
- 9-month Faculty resignation dates should reflect the end of the academic year or semester, unless they are teaching in the summer, in which case the end of the summer term they are teaching should be used. The rationale that they are teaching in the summer must be noted in the comments area of the PAF.

Who Initiates the PAF

The college or administrative unit to whom the employee is assigned prepares all *Separation* PAFs. Please note that a Clearance Form must be completed for all regular and full-time employees who are separating from the university.

How to Complete the PAF

The following chart provides instructions or gives a description of information that is needed for each field:

FIELDS	SEPARATION DEFINITIONS/INSTRUCTIONS		
Empl ID	Employee ID is required for processing.		
Date prepared	Date the PAF is prepared.		
Preparer's Name	Initials of the person completing the form.		
PERSONAL DATA			
Complete the personal data fields.			
JOB DATA			
End Date	Date of the employee's last day of work (see Guidelines for Separation Effective Dates, above).		
Action	Refer to the drop-down box in the Action field on the *Separation* PAF for a list of valid values.		
Reason	Refer to the drop-down box in the Reason field on the *Separation* PAF for a list of valid values.		
Job Function and Job Family	Job Function values:	Job Family values:	
	FACULTY	AFR	Administrative Faculty with Rank
		AJF	Adjunct Faculty (no salary)
		LFR	Library Faculty with Rank
		REF	Research Teaching Faculty
		TEF	Teaching Faculty
	CONTRACT PROFESSIONAL	ADJ	Adjunct CP (no salary)
		APS	Administrative Professional Staff
		IPS	Instructional Professional Staff
	STAFF	ADJ	Adjunct Staff (no salary)
		BRG	Bargaining Unit
		CLA	Classified Staff
		UNC	Unclassified Staff
Position # (if reg)	Required for regular employees only.		
Campus and Department	Indicate Akron or Wayne and department of assignment.		
FT or PT	Full or part-time to reflect the status of the job appointment.		
Temp or Reg	Temporary or regular to reflect the status of the job appointment.		
Primary Title	Indicate employee's primary job title.		

FIELDS	SEPARATION DEFINITIONS/INSTRUCTIONS	
Secondary Title(s)	Indicate employee's secondary job title(s), if applicable. If more than 4 additional titles, continue in the COMMENTS area of the PAF.	
COMPENSATION		
Base Contract Rate	Reflects the employee's rate of pay.	
Contract Basis	Choose one of the following valid values:	
	12 – month	Faculty or Contract Professional employee on 12-month contract
	10 – month	Faculty or Contract Professional employee on 10-month contract
	9 – month	Faculty on a 9-month contract
	Biweekly	Salaried Staff that **do not** complete a timecard
	Hourly	Hourly Staff that **do** complete a timecard
	Monthly	Part-time odd date assignments
	Weekly	Part-time odd date assignments
Account and %	Indicate account # and %. Accounts must add up to 100%. If more than 3 accounts are used, continue in the COMMENTS area of the PAF.	
COMMENTS		
Note the reminder on the PAF for required actions: issuance of a Clearance form for all full-time employees and, if applicable, issuance of Final Vacation Record. **Note the reminder on the PAF for required documents: attachment of a copy of the resignation, retirement, or termination letter of notice.** Include any comments necessary for processing of this PAF.		