

WHEN TO USE WHAT FORM!

✓ *Paper Forms – Located on the HRS Web page*

Personnel Appointment Form (PAF)

- Hire without a search - Administrative New Hire or Classified New Hire
- Hire without a search - Faculty Hire – Must have appropriate faculty contract attached
- Hire without a search - Athletic Coach Hire – Must have appropriate contract
- Promotions – Administrative and Classified employees
- Transfers – Only if there is a change in pay or change to another department

Personnel Event Form (PEF)

- Faculty, Administrative, Classified or Athletic Coach Terminations
- Certified Administrative Professional (CAP) Raises – Must have official notification letter that includes membership number and notification date.
- Summer Pay
- Extra Comp – Must attach completed Extra Comp Payment Authorization Form
- Position number change within department
- Faculty Promotions
- Chair Stipend (adds, deletes or changes)

✓ *Electronic Personnel Action Forms (EPAF)*

When to use an EPAF

- All Student Transactions: Hire, Rehire, Rate Change, T-Org Change, Termination
- All Temporary Hourly Transactions: Hire, Rehire, Rate Change, T-Org Change, Termination
- All Graduate Assistant Transactions: Hire, Rehire, Termination
- All Adjunct Faculty HR Transactions: Hire, Rehire, Termination
- All Resident Assistant Transactions: Hire, Rehire, Termination

✓ **Signature Requirements – HR Forms**

❖ **PAF – Paper Form**

- ✓ Employee – except faculty
- ✓ Department Head
- ✓ Dean – if applicable
- ✓ Grant office – for all grant positions
- ✓ Vice President
- ✓ President – if applicable

❖ **PEF – Paper Form**

- ✓ Department Head
- ✓ Grant Office – if applicable
- ✓ Dean – if applicable
- ✓ Vice President – if applicable
- ✓ President – if applicable

✓ ***Electronic Transaction Signatures – Mandatory for EPAFs***

❖ **Student EPAF**

- ✓ PI – if grant position
- ✓ RS – if grant position
- ✓ Department Head
- ✓ HR

❖ **Temporary Hourly EPAF**

- ✓ HR Approve Transaction – employee agreement to contract
- ✓ PI – if grant position
- ✓ RS – if grant position
- ✓ Department Head
- ✓ Vice President
- ✓ HR

❖ **Graduate Assistant EPAF**

- ✓ HR Approve Transaction – employee agreement to contract
- ✓ Department Head
- ✓ PI – if grant position
- ✓ RS – if grant position
- ✓ Graduate Studies
- ✓ HR

❖ **Resident Assistant EPAF**

- ✓ HR Approve Transaction – employee agreement to contract
- ✓ Department Head – Housing and Residential Life
- ✓ PI – if grant position
- ✓ RS – if grant position
- ✓ Vice President
- ✓ HR

❖ **Adjunct Faculty (either non-teaching or teaching) EPAF**

- ✓ HR Approve Transaction – employee agreement to contract
- ✓ Department Head
- ✓ Dean
- ✓ Academic Affairs Review
- ✓ Vice President – Provost
- ✓ HR