

CLASSIFIED Personnel Action Form (PAF)

Go to <http://hr.santarosa.edu/forms/> for PAF forms.

When is a classified PAF necessary?

FOR REGULAR CLASSIFIED EMPLOYEES

Initiated by

- | | |
|---|------------|
| • New Hires and Transfers | HR |
| • Longevity Increment | HR |
| • Positions less than 50% - Step Movement | HR |
| • Medical/Maternity Leaves | HR |
| • Resignation/Retirement | HR |
| • Changes in employment: Temporary increase/decrease, temporary promotion, working out of class, working outside calendar, shift differential | Department |
| • General Leaves without pay over 10 days * | Department |
| • Budget Code changes | Department |

* Include letter-requesting action if not already on file in HR

Approval Order for Signatures required for Classified PAFs

- HR- Jenne Arden
- Accounting- Stephanie Dirks for Categorical or Whitney Shultz for District
- Dean/Director/Manager
- Component VP
- HR- Sarah Hopkins

FOR ASSISTANCE, QUESTIONS OR TRACKING

Classified: Jenne Arden, X 4785

Faculty/Management: Gina Waggoner, X 4786
Human Resources Specialist–Systems & Compensation

Guidelines for Completing CLASSIFIED PAFs

- ✓ Name and the Employee ID (EID) Number are mandatory. If the EID is not known, contact Human Resources.
- ✓ Type of action is required.
- ✓ Effective and End dates must be within the fiscal year (7/1/20XX – 6/30/20XX).
- ✓ Contact HR to assign a new number to each PAF processed.
- ✓ Complete the information in the “FROM” and “TO” columns to reflect requested changes.
 - Note: Retire/Resign PAFs only need information in one column.
- ✓ Leave “Grade, Step and Pay Rate” blank, if unknown. HR will confirm and/or enter Grade/Step, Pay Rate, and any additional compensation.
- ✓ Budget code must include all 18 digits (or with .01 for salary savings) and equal 100% regardless of FTE.
- ✓ In the REMARKS section give a brief description and justification for the action.
- ✓ For bilingual and Working out of Class PAFs, the request forms must be approved and signed and attached to the PAF when routing. The forms are found here <https://hr.santarosa.edu/hr-formsresources>
- ✓ Please indicate your name as the contact (or a person to contact) in the PAF originator box if questions arise regarding the PAF.
- ✓ For Board of Trustee approval, the PAF must be submitted to Human Resources at least one month before the Board meeting.
- ✓ Electronic PAFs can be completed online and saved to your computer. Any future PAFs or changes needed may then be updated on the saved version. Be sure to check back regularly for updated forms!
- ✓ Emailed or faxed PAFs will not be accepted. Any PAFs without original signatures will not be processed.
- ✓ Do not use social security numbers.
- ✓ Always use the employee’s full legal name on the PAF (Example: use Jennifer; not Jenn, Jen or Jenny).
- ✓ HR will make copies of PAFs and disperse to Payroll and the Benefits Specialist, if needed.