

CLASSIFIED

Personnel Action Form (PAF)

Go to <https://hr.santarosa.edu/hr-formsresources>
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

Adobe Sign Approval Signatures required for Classified PAFs

- Human Resources: Danielle Donica, Human Resources Technician
- Accounting
 - District Code: Whitney Schultz, Director Finance
 - Categorical Code: Stephanie Dirks, Accountant
- Department Chair/Director
- Dean(s)
- Vice President
- Human Resources: Sarah Hopkins, Director, Human Resources

FOR ASSISTANCE, QUESTIONS OR TRACKING

Classified: Danielle Donica, ddonica@santarosa.edu, X 4785 or
Linda Jay, ljay@santarosa.edu, X 4817
Human Resources Technicians

Faculty/Management: Gina Waggoner, gwaggoner@santarosa.edu, X 4786
Human Resources Specialist–Systems & Compensation

Guidelines for Completing CLASSIFIED PAFs

- ✓ Name and the Employee ID (EID) Number are mandatory. Contact Linda or Danielle in HR for the EID, if needed
- ✓ Type of action is required.
- ✓ Effective and End dates must be within the fiscal year (7/1/20XX – 6/30/20XX).
- ✓ Contact Danielle or Linda for PAF number. HR will assign a 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. Prior to Adobe Sign, email PAF to Danielle or Linda to 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.
- ✓ Please indicate your name as the contact (or a person to contact) in the PAF originator box if questions arise regarding the PAF.
- ✓ Use Adobe Sign for approval signatures. See signature order required on page 1.
- ✓ For Board of Trustee approval, submit PAFs to Human Resources atleast one month before the Board meeting.
- ✓ The complete signed final copy of the PAF will be emailed to you and all approvers from Adobe Sign and will remain in your Adobe Sign account.
- ✓ You may download and complete Electronic PAFs, and save to your computer. Future PAFs, or changes needed, may be updated on the saved version. Be sure to check back regularly for updated forms!
- ✓ 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.