

# 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 Signatures required for Classified PAFs

- Department Chair/Director
- Dean(s)
- Vice President
- President (final approval)
- Accounting
- Human Resources

#### FOR ASSISTANCE, QUESTIONS OR TRACKING

Classified: Danielle Donica, X 4785  
or  
Linda Jay, X 4817  
Human Resources Technicians

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).
- ✓ Leave PAF number blank. HR will 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.
- ✓ Please indicate your name as the contact (or a person to contact) in the PAF originator box if questions arise regarding the PAF.
- ✓ Submit classified PAFs to Human Resources with signatures through the President, if possible. HR will route PAF for missing signatures.
- ✓ The President is the final approval for Classified PAFs.
- ✓ For Board of Trustee approval, the PAF must be submitted to Human Resources at least one month before the Board meeting.
- ✓ A copy of the PAF will be returned to the originating department after 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!
- ✓ Original signatures are required on the PAF. **DO NOT USE BLACK INK FOR SIGNATURES.** We need to be able to differentiate between originals and copies.
- ✓ 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.