

CLASSIFIED PROFESSIONAL Personnel Action Form (PAF)

Go to <https://hr.santarosa.edu/hr-formsresources>
for the most recent version of our PAF forms.

When is a Classified Professional PAF necessary?

FOR REGULAR CLASSIFIED PROFESSIONALS

Initiated by

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

*Bilingual and Working out of class PAFs need to be submitted with the corresponding approval forms found on the HR forms/resources page. They must be fully approved and signed before routing PAF.

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

Adobe Sign Approval Signatures required for Classified PAFs

- Human Resources: Jenne Arden, Human Resources Technician
- Accounting
 - District Code: Whitney Schultz, Director Finance
 - Categorical Code: Stephanie Dirks, Accountant
- Dean/Department Chair/Director/Manager
- Component Vice President
- Human Resources: Theresa Richmond, Interim VP, Human Resources

FOR ASSISTANCE, QUESTIONS OR TRACKING

Classified Employment PAFs:

Jenne Arden, HR Technician, jarden@santarosa.edu 707-527-4785

Classified Medical/Maternity/Extended Leave PAFs:

Linda Jay, HR Technician, ljay@santarosa.edu, 707-527-4817

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 Jenne for PAF number **prior** to routing the PAF. 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.
- ✓ Prior to Adobe Sign, email Jenne to confirm and/or enter Grade/Step, Pay Rate, and any additional compensation. Leave “Grade, Step and Pay Rate” blank, if unknown.
- ✓ 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, so we know who to contact if questions arise regarding the information listed.
- ✓ Use Adobe Sign for approval signatures. See signature order required on page 1.
- ✓ For Board of Trustee approval, the PAF must be submitted to Human Resources at least one month before the Board meeting.
- ✓ When PAF is completely signed, you will be notified by Adobe and a final copy of the PAF will be available to download and retain for your records from Adobe Sign and it will remain in your Adobe Sign account. Please CC any staff that may need to be aware of the PAF.
- ✓ 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!
- ✓ 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).
- ✓ Once HR signs the PAF, a copy will be forwarded to payroll for processing. Completed signatures and Board approval do not impede the payroll process.