



PAF # \_\_\_\_\_  
**PROFESSIONAL EXPERT  
 INDIVIDUAL AND GROUP  
 PERSONNEL ACTION FORM (PAF)**

<b>NAME</b>		
LAST	FIRST	MIDDLE INITIAL
PREFERRED NAME		EID: (Employee ID)
<b>PROFESSIONAL EXPERTS MAY NOT BEGIN EMPLOYMENT WITHOUT AN APPROVED PAF        AND COMPLETED EMPLOYMENT DOCUMENTS SUBMITTED TO HUMAN RESOURCES.</b>		
<b>EMPLOYMENT LIMITATIONS: 25 MAX HOURS PER WEEK</b>		
<b><u>TYPE OF EMPLOYMENT ACTION</u></b> <input type="checkbox"/> NEW HIRE HR: Employment Documents Received: _____ <i>Employment Documents must be submitted prior to effective date</i> <input type="checkbox"/> RE-HIRE HR: Last Mo/Yr Worked: _____ <input type="checkbox"/> CONTINUING <input type="checkbox"/> TERMINATION	<b>FISCAL YEAR:</b>  <b>EFFECTIVE DATE:</b> <b>END DATE:</b> <i>PAF must be approved prior to effective date</i>  <b>PAY RATE:</b> \$ _____ per hour <i>Must be at least minimum wage</i>  <b>BUDGET CODE:</b> _____ % _____ %	
<b>DEPARTMENT:</b>	<b>MAXIMUM NUMBER OF HOURS PER WEEK:</b> <i>Limited to 25 hours per week per Professional Expert</i> If scheduled for more than 25 hours per week, hiring manager must get pre-approval by submitting the 'Additional Costs for STNC/Professional Expert Employees' form along with the PAF (available on the Human Resources Forms page).	
<b>CLASSIFICATION/TITLE:</b>		
<b>WORKSITE:</b> <input type="checkbox"/> SR <input type="checkbox"/> PET <input type="checkbox"/> WIND <input type="checkbox"/> SHONE <input type="checkbox"/> ROSELAND	<b>MAXIMUM NUMBER OF HOURS TOTAL:</b> <b>MAXIMUM DOLLARS: \$</b>	
<b>REASON FOR REVISION:</b> <input type="checkbox"/> BUDGET CODE CHANGE	<b>COMMENTS:</b>   <b>PAF ORIGINATOR:</b> <span style="background-color: yellow; border: 2px solid red; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>	
<b>REASON FOR REVISION:</b>		

**Approvals: *MUST HAVE DEAN/MANAGER APPROVAL PRIOR TO EFFECTIVE DATE***

Department Chair/Supervisor	Date	Vice President/President	Date
Dean/Director	Date	Budget	Date
Dean	Date	Human Resources	Date
Vice President	Date		

**BOARD DATE:** \_\_\_\_\_