



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

<b>NAME</b>		
LAST	FIRST	INITIAL <b>EID:</b> (Employee ID)
<b>PROF EXPERT's MAY NOT BEGIN EMPLOYMENT WITHOUT FULLY APPROVED PAF        AND COMPLETED EMPLOYMENT PAPERWORK SUBMITTED TO HR.</b>		
<b>LIMITATIONS: 175 MAX DAYS AND 25 MAX HOURS PER WEEK</b>		
<b>TYPE OF ACTION</b> <input type="checkbox"/> NEW HIRE HR: Paperwork Received: _____ <i>Paperwork must be submitted prior to effective date</i> <input type="checkbox"/> RE-HIRE HR: Last Mo/Yr Worked: _____ <input type="checkbox"/> TERMINATION <input type="checkbox"/> RESIGNATION	<b>FISCAL YEAR:</b> _____ <i>Must be pre-approved to pay at Step 1 of the Classified Salary Schedule</i> (Year) <b>CLASSIFIED SALARY SCHEDULE</b> <b>GRADE:                  STEP:</b> _____                  _____ <b>BILINGUAL STIPEND</b> <input type="checkbox"/> <i>Must be pre-approved to pay STNC Bilingual Stipend (5%)</i> <b>OTHER:</b> _____	
<b>DEPARTMENT:</b>	<b>PAY RATE:</b> \$ _____ per hour (must be at least minimum wage)	
<b>CLASSIFICATION/TITLE:</b>	<b>BUDGET CODE:</b> _____ % _____ %	
<b>SITE:</b> SR    PET    WIND    FARM    _____	<b>MAXIMUM NUMBER OF HOURS PER WEEK:</b> <i>LIMITED TO 25 HOURS PER WEEK PER PROFESSIONAL EXPERT</i> If more than 25 hours per week, the hiring manager must get pre-approval by completing the 'Additional Costs for STNC/Professional Expert Employees' form which is available on the HR Forms page.	
<b>EFFECTIVE DATE:</b> <b>END DATE:</b> <i>MUST BE APPROVED PRIOR TO EFFECTIVE DATE</i>	<b>MAXIMUM NUMBER OF HOURS TOTAL:</b> <b>MAXIMUM DOLLARS \$</b> _____	
<b>REMARKS:</b>		
<b>PAF ORIGINATOR:</b> _____		
<b>PAYROLL DATE:</b> _____		

**Approvals: *MUST BE FULLY APPROVED PRIOR TO EFFECTIVE DATE!*                  *PLEASE DO NOT SIGN IN BLACK***

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

**BOARD**

Copy to: Human Resources; Payroll; Department; Employee