

UAM OPERATING PROCEDURE 410.3

RE: Personnel Action Form (PAF)

Appointments, Terminations,
Changes in Status

September 1, 1992

Revised: July 1, 1997

Revised: July 1, 2011

Revised: May 21, 2019

Revised: February 24, 2020

A Personnel Action Form (PAF) must be completed by the supervisor/unit head for all appointments*, terminations, and changes in status (examples: change in account number, job title, rank, department, name, tenure, salary). This includes all full-time and part-time faculty and staff, other than student workers. The form must be submitted to the supervising Vice Chancellor and received by the UAM Human Resources Office before the individual's first day of employment and at least 10 working days prior to the pay date. No action will be taken by the UAM Human Resources Office until (1) the form has been completed, including all signatures, and request for background check; and (2) sufficient funds are available in the account(s).

Upon receipt of a Personnel Action Form, the UAM Human Resources Office prepares a New Employee Packet and contacts the department to let the supervisor know it is ready. After receiving the packet, the employee should review the information and complete as many forms as possible. The new employee should then contact the UAM Human Resources Office to schedule a time to discuss benefits provided by the University and any questions the employee might have concerning the completion of forms in the packet. This should be done immediately to insure that the employee's benefits are effective at the earliest possible date.

*The first step in filling a position is completion of the Request to Initiate the Hiring Process form.

After all affirmative action requirements have been met and the successful candidate has been selected, a Personnel Action Form (PAF) is completed.