

E400

Personnel Action Form

The Personnel Action Form (PAF) is used to report new hire information, change in status, eligibility for benefits, salary change, leave of absence, or separation of employment. The PAF should be used each time there is an action that should be recorded in the individual's personnel file or that requires payroll action. Attach all supportive material to the PAF.

The employee's immediate supervisor or human resources manager may prepare the PAF, which is then approved through the appropriate chain of command. Timely submission of the PAF is necessary to ensure accurate payroll processing.

The following signatures are required on every PAF:

- employee
- supervisor
- branch or department manager
- human resources manager
- chief financial officer

The assistant director should sign all PAFs for employees in salary grade 11 or above.
The director should sign all PAFs for employees in salary grade 16 or above.

The signed document acts as the official record of the employment relationship and shall remain in the personnel file. Employees may view their personnel file in the presence of the human resources manager or approved designee. A copy of the PAF may be given to the employee, upon request, if the employee has signed the form.