



Employee
Action
Notices


Building Blocks for Supervisors Series


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What is new?




The Office of Human Resources is phasing out the use of the PPAN (Personnel/Payroll Action Notice) and replacing it with a set of Employee Action Notices that may be completed electronically.


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Why?





- To streamline the process by requiring that only necessary fields be completed
- To ensure that HR has the information that is needed
- To reduce amount of paper generated


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Types of Employee Action Notices


- New Hire Notice
- Job Change Notice
- Job Detail Change Notice
- Leave of Absence
- Termination Notice





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New Hire Notice

- New Hires
- Re-hire
- Reappointment






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Job Change Notice

- Promotions
- Demotions
- Transfers
- Reclassifications

(the employee is moving to a new job or classification)




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Job Detail Change Notice



- Change in funding
- Change in percent of time worked
- Adjustments to rate of pay
- Extend current appointment



Leave of Absence



- Place employee on leave of absence of any type
- Return from leave of absence



Termination Notice



- All types of separation from employment



Supplemental Payment Form



- Replaces the EPO
- Is used **ONLY** to provide additional pay to a current, active employee



Process



- Complete form online
- Save
- Print
- Gather signatures
- Submit to HR



Consider this...



"To improve is to change; to be perfect is to change often.

-Winston Churchill





Questions?
Comments?
Concerns?



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