



ROLLINS COLLEGE  
Personnel Action Form (PAF)

**HR/Banner Setup**

- ☐ PEAEMPL
- ☐ NBAJOBS
- ☐ PDABDSU

**Payroll/Kronos Setup**

- ☐ New Employee
- ☐ Returning Employee
- ☐ Multiple Jobs

EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
R-Number (Banner ID): \_\_\_\_\_ Hire Date: \_\_\_\_\_

POSITION INFORMATION

Employee Class

- ☐ Temporary
- ☐ Student
- ☐ Adjunct
- ☐ Faculty
- ☐ Exempt
- ☐ Non-Exempt

Position Grade: \_\_\_\_\_

Pay Type

- ☐ Hourly
- ☐ Salaried
- ☐ Stipend
- ☐ Overload

Action Type

- ☐ Original Appointment
- ☐ Reappointment
- ☐ Promotion
- ☐ Transfer
- ☐ Pay Adjustment

Reason: \_\_\_\_\_

Service Months

- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12

Status

- ☐ Full-time
- ☐ Part-Time

Position Details

Position Number: \_\_\_\_\_ (i.e. TMP, STP, WSE, etc...) Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Incumbent: \_\_\_\_\_

Projected hours per week AND the total hours of this assignment: Hours/Week: \_\_\_\_\_ Hours/Year: \_\_\_\_\_

Kronos Timecard Approver/Supervisor: \_\_\_\_\_

Note: For temporary assignments that extend beyond May 31 (end of fiscal year), the projection of total hours for the assignment must be broken down by fiscal year.

BUDGET & SALARY INFORMATION

\*For **hourly** positions complete *only* Hourly Rate and Payment Beginning and End Dates fields.

Labor Distribution Codes			Hourly Rate	or	Number of Pays	Amount Per Pay	Gross Pay	PAYMENT Beginning & End Dates	Course Name and Number (if applicable)
Fund	Orgn	Account							

\*\*\*Please provide all of the appropriate information above to avoid payroll errors and/or delays\*\*\*

## APPROVALS & ROUTING INSTRUCTIONS

Department Head and/or Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Vice Presidential approvals are only needed if position and funds are not included in this year's budget and if deficits occur as a result of the action.

Respective Vice President: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President & Treasurer \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Budget Review Completed: \_\_\_\_\_

Banner Entry Completed: \_\_\_\_\_

Kronos Entry Completed: \_\_\_\_\_

### Routing Instructions:

**DEPARTMENT HEAD AND/OR DEAN:** The Human Resources Department will initiate PAF forms for all new regular staff members, departmental transfers, promotions and some changes of status. Department Heads and/or Deans are responsible for the completion of the PAF for all other circumstances such as Adjuncts, Faculty, Overloads, Temporary Staff, etc. Forward completed forms to the Human Resources Department unless they require approval at the Vice Presidential level.

**VICE PRESIDENT** approves and forwards to the Director of the Human Resources Department for Budget verification

**VICE PRESIDENT AND TREASURER** will approve all actions that have not been approved and included in this year's Budget, and will forward to Human Resources Department.