



Personnel Action Form (PAF)
Office of Human Resources
(831) 646-4016

The Personnel Action Form is used for employee actions. This is a universal form that is used for Faculty, Classified, Confidential, Supervisory, Management, Short Term-Non Continuing, Professional Expert and Substitute assignments to document any personnel action, including new hires, separations, and change in assignment or compensation.

All sections must be complete for processing. This form is available as a fillable PDF file for your convenience. Please complete, print, obtain the required signatures, and return it to Human Resources. If you have any questions or concerns, please contact us for assistance. Thank you.

Guidelines

SECTION 1 – Action Required-Check one

Employee Information: Indicate the action required

- | | |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Hire | A person who has not been previously employed or is being employed in a permanent position for the first time. |
| Re-Hire | A person who has a break in service |
| Change in Assignment: | |
| Promotion | Placement into a classification at a higher range |
| Transfer | Transfer into another position or assignment; please indicate if it is voluntary or involuntary |
| Demotion | Placement into a classification at a lower range |
| Correction: Board Item | Any item previously approved by the Board of Trustees that needs correction.
Ex: corrections in name, title, pay rate |
| Correction: | Correction of column and/or step placement. |
| Leave of Absence | Include dates of leave, paid or unpaid, and an explanation in Section 7 |
| Pre-retirement:
Reduction in Load | Approval to decrease workload for a pre-retirement faculty member.
Please refer to MPCTA Agreement:
http://www.mpc.edu/about-mpc/campus-resources/human-resources/employment |
| Reclassification | Change in classification to a different range or title through reclassification process |
| Separation | If other than resignation or retirement, check other and explain in Section 7 |
| Work out of Class | Temporary assignment to perform duties in a different classification for a specified period of time. (Must be approved by PVP) |

SECTION 2 – Location

Indicate the location where the employee is assigned to work.

SECTION 3 – Personal Data

This section provides all the information necessary to maintain current employee data. Provide all data.

SECTION 4 – Proposed Position Classification

Indicate type of employee. For substitute assignments, list name of person being replaced. If other, please explain in Section 7.

SECTION 5 – Current Status (if currently working)

Indicate current status of employee.

SECTION 6 – Proposed Status

Indicate changes to employee status or in assignment.

SECTION 7 – Justification

Use this section to provide additional information regarding the personnel action. **For all short term project and professional expert assignments, provide a description of the work to be performed or special project is required.**

SECTION 8 – Signatures for Approval

The Division Chair/Manager should review the PAF, sign this section, and then forward the PAF to the Human Resources Office for review. Human Resources will forward the PAF to the Dean/VP for review and approval.

Please Note: If the PAF is not submitted to the Human Resources Office by the board deadline date for submission of agenda items, it will be delayed and placed on the following month's board report. This may cause a delay in hiring or action.

The Human Resources Office will send the Hiring Division Chair/Manager a copy of the completed form.

* Budget #1:	_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %
	FU RE PY TP DP OB SI FS DO
* Budget #2:	_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %
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* Budget #3:	_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %
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* Budget #4:	_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ %
	FU RE PY TP DP OB SI FS DO

Funding Source: Unrestricted General Funds _____%
 Restricted Funds (Categorical, Grants, Etc.) _____%

SECTION 7 – Justification

***Detailed explanation of action (required): Please provide a SPECIFIC EXPLANATION FOR the personnel/position action.

SECTION 8 – Signatures for Approval

<p>Name of Person who Prepared Requisition: (if different from Division Chair/Manager) _____ Phone Ext: _____</p>	<p>2) _____ Date _____ HR Review</p>
<p>Divison Chair/Manager: _____ <small>Print Name</small></p>	<p>3) _____ Date _____ Dean's Signature</p>
<p>1) _____ Date _____ Division Chair/Manager Signature</p> <p>Phone Extension: _____</p>	<p>4) _____ Date _____ VP's or President's Signature</p>

FOR BUDGET CODE CHANGES ONLY

*VP of Administrative Services Signature: _____ Date: ___/___/___
 *Controller Signature: _____ Date: ___/___/___

FOR HUMAN RESOURCES ONLY

1) _____ /___/___
 Human Resources Review Date

Date of Board Approval: ___/___/___ **Completed:** I-9 Fingerprints TB

2) _____ /___/___
 Associate Dean, Human Resources Signature Date

HR: Input by: _____ Date: ___/___/___ Payroll: Input by: _____ Date: ___/___/___ Benefits: Input by: _____ Date: ___/___/___