

San José·Evergreen Community College District

Human Resources-Personnel

5/26/2015

Personnel – How to complete a Personnel Action Form (PAF)

Personnel Action Form (PAF)

The Personnel Action Form (PAF) must be completed for the following reasons:

- change to a person's status (i.e. promotion, working out of class)
- change to a position (i.e. create/eliminate/general ledger account change)

Completing the PAF for a Person's Status Change

1. The PAF is generated at the department level by the manager/supervisor.
2. List the person's name, employee ID and effective start date and end date (if applicable).
3. Check the box for type of employee (i.e. Classified, Supervisor).
4. From the list of reasons for the change, select the one that is appropriate. The explanation area can also be used to explain the change if needed.
5. In the "FROM" column complete all fields for the person's current position.
6. In the "TO" column complete all fields for the person's new position.
7. Signatures – the employees must sign any PAF related to their employment (except for general ledger account changes). The next required signatures are Department Administrator, College/Site Business Services (if this is a District position, this signature is not needed) and College President or Vice President.
8. Once the PAF is signed by all parties at the college, the PAF is forwarded directly to Fiscal Services for signature by the Controller. When the Controller reviews and signs the PAF, it will be forwarded to Human Resources. If the PAF is incomplete, the Controller may return it to the department to make corrections

- which will **delay** processing by Human Resources
9. After the signed PAF is forwarded from the Controller to Human Resources, it will be processed.

Completing the PAF to Eliminate or Establish a Position

1. The PAF is generated at the department level by the manager/supervisor.
2. From the list of reasons for change, select the appropriate one and use the explanation field if needed.
3. List the effective date of the position change.
4. Check the box for position type (i.e. Classified, Supervisor).
5. If the PAF is to establish a new classification or to add another position to an existing classification place the information in the "TO" column.
6. If the PAF is to eliminate one position to create another position, in the "FROM" column list all the details of the position to be eliminated. In the "TO" column, list all the details about the new position
7. Signatures – The PAF is signed by the Department Administrator, College/Site Business Services (if this is a District position, this signature is not needed) and College President or Vice President.
8. Once the PAF is signed by all parties at the college, the PAF is forwarded **directly** to Fiscal Services at the District Office for signature by the Controller. When the Controller reviews and signs the PAF, it will be forwarded to Human Resources. If the PAF is incomplete, the Controller **may** return it to the department to make corrections which will **delay** processing by Human Resources.
9. After the signed PAF is forwarded from the Controller to Human Resources, it will be processed.

Link: Personnel Action Form (PAF)

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