

# SPSCC Personnel Action Form (PAF)

*Please complete electronically and print for signatures  
Changes to existing employees must begin on the 1<sup>st</sup> or 16<sup>th</sup> of the month*

- **Full-time positions-** Attach completed [Full Time Position Request Form](#) with all backup documentation
- **Part-time hourly positions-** Attach Employment Application & Resume
- **Student Employment-** Attach student's schedule- have student bring PAF to Student Employment
- **Adjunct positions-** Attach Employment Application and professional/technical certification
- **Volunteers-** Attach completed Volunteer Agreement

<b>ACTION:</b> New Position Refilling Position Rehiring Prior Employee Budget Change Pay Rate Change	<b>Name:</b>			
	<b>ID#:</b>		<b>Phone</b>	
	<b>Email:</b>			
	<b>Start Date:</b>			
	<b>End Date:</b>			
Adjunct Faculty Admin/Exempt Classified - Full-time Classified-FT Non-Permanent Coach Faculty Full Time Non-Credit CCE Instructor Non-Permanent Hourly (18 mos) Student Employment Volunteer	<b>Job Title:</b>			
	<b>Department:</b>			
	<b>Supervisor:</b>			
	<b>Position #:</b>			
	<b>Salary:</b>			
	<b>Classified Range and Step:</b>			
	<b>Percent of FTE:</b>			
	<b>Quarters: F    W    SP    SU</b>			
	<b>Budget required:</b>			
<b>HR Use Only</b>  Job #: Date Entered:  Background Check:	Fund	Class	Dept	Appr
	Grants:Project		Activity	
	Combo Code			

**Justification:**

**Supervisor** (All hires) Date:

**Instruction Budget Office**  
(All instructional hires) Date:

**Vice President**  
(Permanent hires & changes in budget codes) Date:

**President** (\*Permanent positions) Date:

**Executive Human Resource Officer**  
(Permanent hires & changes in budget codes) **Approved?** Date:

**Admin Budget Office**  
(Permanent hires & changes in budget codes) Date: