

# SPSCC Personnel Action Form (PAF)

Please complete the form electronically and print for signatures.

All start dates are required to be on the 1st or 16th of the month—no exceptions

Forms submitted with missing information will be considered incomplete and returned for correction.

<b><u>Choose one of the following:</u></b>  New Employee to SPSCC Return to Employment at SPSCC Current Employee at SPSCC	<b><u>Full Name:</u></b>  	<b><u>CTClink ID:</u></b> <i>-If Applicable-</i>		
	<b><u>Email:</u></b>  	<b><u>Phone Number:</u></b>  		
<b><u>Please Choose from the following:</u></b>  Classified PT Hourly-Permanent Classified PT Hourly-Temporary Community College Classified FT ○ <i>Classified FT Permanent/Temp</i>  Exempt Executive ○ <i>Vice President</i>  Exempt Managerial ○ <i>Dean</i>  Exempt Professional/Technical ○ <i>Director/Manager/Exempt Staff</i>  Exempt Support Staff ○ <i>Executive Assistant</i>  Exempt Temporary  Faculty <b>Permanent</b> FT Faculty <b>Permanent</b> PT Faculty <b>Temporary</b> FT Faculty <b>Temporary</b> PT -Adjunct Higher Education Other ○ <i>Volunteer</i> ○ <i>Stipend</i> ○ <i>Coach</i> ○ <i>Assistant Coach</i> <input type="checkbox"/> Student Employment  Trustees	<b><u>Start Date:</u></b>  	<b><u>End Date:</u></b> <i>-If Applicable-</i>		
	<b><u>Job Title:</u></b>  			
	<b><u>Department:</u></b>  			
	<b><u>Supervisor:</u></b>  	<b><u>CTClink ID:</u></b>  		
	<b><u>Salary/hourly/Stipend, Etc:</u></b> <i>-Write What is Applicable to Position-</i>			
	<b><u>Classified Range and Step:</u></b> <i>-If Applicable-</i>			
	<b><u>Position Number:</u></b> <i>-If Applicable-</i>	<b><u>Percent of FTE:</u></b> <i>-If Applicable-</i>		
	<b><u>Quarters:</u></b> <i>-Check all that apply-</i>  <div style="display: flex; justify-content: space-around;"> <span>Fall</span> <span>Winter</span> <span>Spring</span> <span>Summer</span> </div>			
	<b><u>Budget Codes/Chart String:</u></b>  <div style="display: flex; justify-content: space-between;"> <span>Fund</span> <span>Class</span> <span>Dept.</span> <span>Combo Code:</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Fund</span> <span>Class</span> <span>Dept.</span> <span>Combo Code:</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Fund</span> <span>Class</span> <span>Dept.</span> <span>Combo Code:</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Fund</span> <span>Class</span> <span>Dept.</span> <span>Combo Code:</span> </div>			
	<b><u>Grants:</u></b> Project:                      Activity:                      PRG:			
<b><u>Notes/Justification:</u></b>  				

Supervisor		Date
Instruction Budget Office		Date
Admin Budget Office		Date
Vice President		Date
President		Date
Executive HR Director		Date
Human Resources Processing Initials & Date:		