

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.

<u>Choose one of the following:</u> New Employee to SPSCC Return to Employment at SPSCC Current Employee at SPSCC	<u>Full Name:</u>		<u>CTClink ID:</u> <i>-If Applicable-</i>																					
	<u>Email:</u>		<u>Phone Number:</u>																					
<u>Please Choose from the following:</u> 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 Permanent FT Faculty Permanent PT Faculty Temporary FT Faculty Temporary PT -Adjunct Higher Education Other <i>Volunteer</i> <i>Stipend</i> <i>Coach</i> <i>Assistant Coach</i> ☐ Student Employment Trustees	<u>Start Date:</u>		<u>End Date:</u> <i>-If Applicable-</i>																					
	<u>Job Title:</u>																							
	<u>Department:</u>																							
	<u>Supervisor:</u>		<u>CTClink ID:</u>																					
	<u>Salary/hourly/Stipend, Etc:</u> <i>-Write What is Applicable to Position-</i>																							
	<u>Classified Range and Step:</u> <i>-If Applicable-</i>																							
	<u>Position Number:</u> <i>-If Applicable-</i>		<u>Percent of FTE:</u> <i>-If Applicable-</i>																					
	<u>Quarters:</u> <i>-Check all that apply-</i> Fall Winter Spring Summer																							
	<u>Budget Codes/Chart String:</u> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Fund</td> <td style="width: 20%;">Approp.</td> <td style="width: 20%;">Class</td> <td style="width: 20%;">Dept.</td> <td style="width: 20%;">Combo Cd:</td> </tr> <tr> <td>Fund</td> <td>Approp.</td> <td>Class</td> <td>Dept.</td> <td>Combo Cd:</td> </tr> <tr> <td>Fund</td> <td>Approp.</td> <td>Class</td> <td>Dept.</td> <td>Combo Cd:</td> </tr> <tr> <td>Fund</td> <td>Approp.</td> <td>Class</td> <td>Dept.</td> <td>Combo Cd:</td> </tr> </table>				Fund	Approp.	Class	Dept.	Combo Cd:	Fund	Approp.	Class	Dept.	Combo Cd:	Fund	Approp.	Class	Dept.	Combo Cd:	Fund	Approp.	Class	Dept.	Combo Cd:
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<u>Grants:</u> Project: Activity: PRG:																								
<u>Notes/Justification:</u>																								

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