

# SPSCC Personnel Action Form (PAF)

*\*Please complete electronically and print for signatures*

*Changes to existing employees must take effect on the 1<sup>st</sup> or 16<sup>th</sup> of the month*

- **Full-time positions-** Attach Position Description, Org Chart, and completed [position justification](#) for Executive Team review. Position approved and PAF signed before submitting to HR.
- **Part-time hourly positions-** Attach Employment Application & Resume
- **Student Employment-** Attach student's schedule- have student bring PAF to the ACT Center to complete hiring paperwork
- **Adjunct positions-** Attach Employment Application and professional/technical certification
- **Volunteers-** Attach completed Volunteer Agreement

<b>ACTION:</b> <input type="checkbox"/> New Position <input type="checkbox"/> Refilling Position <input type="checkbox"/> Rehiring Prior Employee <input type="checkbox"/> Budget Change <input type="checkbox"/> Pay Rate Change <input type="checkbox"/> Adjunct Faculty <input type="checkbox"/> Admin/Exempt <input type="checkbox"/> Classified - Full-time <input type="checkbox"/> Classified-Non-Permanent <input type="checkbox"/> Coach <input type="checkbox"/> Faculty –Full-time <input type="checkbox"/> Part-Time Hourly <input type="checkbox"/> Non-Credit Instructor - Lacey <input type="checkbox"/> Student Employment <input type="checkbox"/> Volunteer	<b>Name:</b> <hr/> <b>SID:</b> <span style="float: right;"><b>Phone:</b></span> <hr/> <b>Email:</b> <hr/> <b>Start Date:</b> <hr/> <b>End Date:</b> <hr/> <b>Job Title:</b> <hr/> <b>Department:</b> <hr/> <b>Supervisor:</b> <hr/> <b>Alt. Supervisor/s:</b> <hr/> <b>Position #:</b> <hr/> <b>Salary:</b> <hr/> <b>Classified Range and Step:</b> <hr/> <b>Percent of FTE:</b> <hr/> <b>Class Item #:</b> <hr/> <b>Quarters:</b> F <input type="checkbox"/> W <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> <hr/> <b>Budget Code(s):</b> <hr/>
<b>HR Use Only</b>	
Job Class code: Department code: Supervisor code: Job #: Entered: Background Check:	
<b>Comments:</b> <hr/>	

<b>INITIATOR</b>		Date: _____
↓	<i>All hires</i>	
<b>SUPERVISOR/ DEAN</b>		Date: _____
↓	<i>All hires</i>	
<b>INSTRUCTION BUDGET OFFICE</b>		Date: _____
↓	<i>All Instructional hires</i>	
<b>ADMIN BUDGET OFFICE</b>		Date: _____
↓	<i>Permanent hires and changes in pay or budget codes</i>	
<b>V.P./ CHIEF</b>		Date: _____
↓	<i>Permanent hires and any changes to current positions</i>	
<b>PRESIDENT</b>		Date: _____
↓	<i>All Full-time hires</i>	
<b>Human Resources</b>		