



Personnel Action Form (PAF) for Non-Regular Part-time and Variable Appointments

Employee Information

| | | | |
|-------------------|---|-----------------|--|
| Name: _____ | | R-Number: _____ | |
| Employee Category | <input type="checkbox"/> Adjunct <input type="checkbox"/> Student <input type="checkbox"/> Non-Student Temp | Action Type | <input type="checkbox"/> Original Appointment <input type="checkbox"/> Reappointment <input type="checkbox"/> Pay Adjustment |

Position Details

| | |
|------------------------------|-------------------------------|
| Position Number: _____ | Title or Course Number: _____ |
| Assignment Begin Date: _____ | End Date: _____ |
| Purpose of Payment: _____ | |

Pay Details

| | | | | | |
|----------------------------------|--|---|--------------------------------|--------------------------|---------------------------------|
| Pay Cycle: | <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly | | | | |
| | | Pay Method (select hourly or stipend and provide all corresponding details) | | | |
| <input type="checkbox"/> Hourly | Hourly Pay Rate: \$ _____ | Time Card Approver: _____ | | | |
| Or | | | | | |
| <input type="checkbox"/> Stipend | Total Payable: \$ _____ | Number of Pays: _____ | Payment: Begin _____ End _____ | Amount Per Pay: \$ _____ | Total Work Hours Per Pay: _____ |

Budget Details

| Labor Distribution Codes to Charge | | | |
|------------------------------------|------|---------|---|
| Fund | Orgn | Account | % |
| | | | |
| | | | |

Approvals

| | |
|------------------------------|-------------|
| Name of Originator: _____ | Ext: _____ |
| Signature of Approver: _____ | Date: _____ |
| Name of Approver: _____ | |

HR Department: Banner Entry Completed: _____ Date: _____