Personnel Action Form (PAF)



Instructions: Complete and submit the PAF with documentation for <u>approvals via DocuSign</u>. AskHR@wm.edu should receive a copy at the end after all approvals are obtained.

Refer to the <u>Personnel Actions Reference List</u> if you're not sure where to start or are looking for another type of personnel action. Use the <u>Payroll Processing Calendar</u> when entering effective dates (found on UHR's Department Resources website).

Banner ID (93#): Department Org/Name: Position Type: Position Number:	Section 1: Employee	intormation					
Department Org/Name: Position Number: Employer: W&M VIMS Saction 2: Job Funding Information (REQUIRED, except for Award) Index Account Account Account Activity Percent Amount Section 3: Choose an Action Below Additional Pay (e.g., bonus - charged to account 611310, moving payment - charged to 612810, or car stipend) Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/PI:	Name (Last, First):		Prepared Da	te:			
Position Title:	Banner ID (93#):		Position Type	e:			
Section 2: Job Funding Information (REQUIRED, except for Award) Index Account Account Accivity Percent Amount Section 3: Choose an Action Below Additional Pay (e.g., brons - charged to account 611310, moving payment - charged to 612810, or car stipend) Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/P!: Budget: Department Head: Spons Programs: Department Head: Investment Admin: Provost/EVP Finance & Admin/VP Research: Preparer of Form	Department Org/Nam	ie:	Position Num	nber:			
Index	Position Title:		Employer:	W&M	VIM	VIMS	
Section 3: Choose an Action Below Additional Pay (e.g., bonus - charged to account 611310, moving payment - charged to 612810, or car stipend) Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR @wm.edu should receive a copy after all approvers have signed) Supervisor/PI:	Section 2: Job Fund	ling Information (REQUIRED, excer	ot for Award)				
Additional Pay (e.g., bonus - charged to account 611310, moving payment - charged to 612810, or car stipend) Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/P:	Index	Account		Activity	Percent	Amount	
Additional Pay (e.g., bonus - charged to account 611310, moving payment - charged to 612810, or car stipend) Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/P:							
Additional Pay (e.g., bonus - charged to account 611310, moving payment - charged to 612810, or car stipend) Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/P:							
Additional Pay (e.g., bonus - charged to account 611310, moving payment - charged to 612810, or car stipend) Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/P:							
Additional Pay (e.g., bonus - charged to account 611310, moving payment - charged to 612810, or car stipend) Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/P:							
Additional Pay (e.g., bonus - charged to account 611310, moving payment - charged to 612810, or car stipend) Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/P:	Section 3: Choose a	n Action Relow					
Temporary Pay (e.g., temp pay for additional job duties, usually at a higher-level) Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/P: Budget: Department Head: Spons Programs: Dean/VP: Investment Admin: Preparer of Form			11310, moving payment - charged to 6	12810. or car	r stipend)		
Extension or Reappointment for Limited Term Job (e.g., term-limited faculty or temp hourly job) Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/P:	_	· -		12010, 01 001	oupona)		
Change Salary (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer) Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/PI:				ourly job)			
Start or Stop Leave (e.g., FMLA, parental, faculty educational, personal, military, or administrative) Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/PI:			· -		ntion offer)		
Pay an Award (e.g., a named award, such as Duke or Aceto Award - charged to account 614130) Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/PI:			•		,		
Other (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above) Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/PI:	-		•	•			
Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow. Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed) Supervisor/PI:	-		_	,	vo)		
Supervisor/PI: Budget: Department Head: Spons Programs: Dean/VP: Investment Admin: Provost/EVP Finance & Admin/VP Research: Preparer of Form	Section 4: Brief Des	cription of Action (required). Attac	ch documentation as necessary if sp	pace does no	ot allow.		
Preparer of Form	Supervisor/PI: Department Head: Dean/VP:		Budget: Spons Programs: Investment Admin:				
	•	Ph	one: F	imail:			