

# PERSONNEL ACTION REFERENCE

HR Forms can be found at: <https://www.wm.edu/offices/hr/forms-topic/>

TYPE OF ACTION	FORM OR SYSTEM	NOTES
<b>HIRING</b>		
<b>Hire (non-student) employee:</b>		
Faculty	PeopleAdmin	
Adjunct Faculty (new hire or re-hire after break)	PeopleAdmin	
Staff	PeopleAdmin	
Retired Faculty member returning to work	PeopleAdmin	Must have 6 month break. If returning as Adjunct, follow adjunct procedures. If returning in other non-benefitted role, they will come back as hourly or PP (exempt non-benefitted) - determination made by Class/Comp. ACA rules apply in all cases.
<b>Hire/re-hire student employee</b>		
VIMS graduate student assistantship/workshop	Student Employment Form	GA and workshop processed on single form
WM graduate student assistantship	EPAF	
WM graduate student assistantship (large volume)	Bulk load via EPAF (work with HR)	
Resident assistant	EPAF	
Undergraduate or graduate student - hourly position	Student Employment Form	Processed by Student Employment, not HR
<b>Rehire Adjunct</b>		
Fall & Spring Teaching	Adjunct Request Form	Signed contract must accompany form
Fall & Spring Teaching (large volume)	Bulk load via EPAF (work with HR)	Signed contracts must accompany and agree with spreadsheet (department responsibility)
Summer Teaching (individual)	Summer Session Payment Authorization	Signed contract must accompany form; paid in one lump sum
Summer Teaching (large volume)	Bulk load via EPAF (work with HR)	Signed contracts must accompany and agree with spreadsheet (department responsibility)
<b>PAY &amp; POSITION CHANGES</b>		
<b>Faculty-specific actions</b>		
Summer research salary	EPAF	GN position
Overload teaching	Faculty Overload Authorization	Paid in one lump sum
Administrative/Professorship stipends (WM)	EPAF	FS and FC positions
Administrative/Professorship stipends (VIMS)	PAF	FS and FC positions
Change contract from 9 to 12 month or vice versa	PAF	
<b>Actions for all employees</b>		
Award	PAF	
Bonus	PAF	Hits same index as primary job
Car (or other special) stipend	PAF	
Cell Phone Stipend	Wireless Communication Device Form	
Change base salary	PAF	Any changes to base salary for staff that are tied to changes in duties should be submitted through PeopleAdmin
Competitive offer		

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TYPE OF ACTION	FORM OR SYSTEM	NOTES
Retention increase		
Faculty promotion		
FTE/Appointment change		
Class / Comp review (staff only)	PeopleAdmin	Attach Class/Comp form
Extend end date for temporary hourly employee	PAF	Up to one year total time
Funding change - faculty/staff	EPAF	
Funding change - GA/RA	EPAF	
Leave status change	PAF	SSRL (faculty); FMLA (W&M Sickness & Disability)
Moving & Relocation Payment	PAF	Signed agreement must accompany form. Hits same index as primary job.
Professional Service Agreement (active faculty and FLSA exempt employees only)	PSA	
Supervisor or Timesheet Approver Change	Supervisor/Timesheet Approver Change Form (Single or Bulk)	Needed when the supervisor or timesheet approver position number changes. This is NOT needed when a supervisor separates and a new person moves into the same position.  Should also be used to document Home Org/Department/Building Changes
Home Org/Department/Building Changes	Supervisor/Timesheet Approver Change Form (Single or Bulk)	There is space on this form to designate these types of changes
Temporary Pay	PAF	For additional duties required over and above normal position requirements for 3 months or more; must be submitted at the beginning of the assignment and be over the time frame the extra work is necessary. Any extension should also be submitted via PAF.
<b>TERMINATION OF JOB OR EMPLOYMENT</b>		
Termination of employment (leaving the university completely)	Online clearance form (hronline.wm.edu)	Must be initiated prior to the employee's last day in the office
Termination of job only (employee still has another job)	PAF	Required if a person with an <b>additional</b> hourly job stops working in the hourly job.
Termination of student hourly job only (special)	Student Employment Form	Required before student can move into a non-student job.
Termination of GA/RA job only (special circumstances)	EPAF (or Student Semi-Monthly Employment Form for VIMS)	Required before student can move into a non-student job.