

Personnel Action Form (PAF)



Instructions: Complete and submit the PAF with documentation for approvals via DocuSign. AskHR@wm.edu should receive a copy at the end after all approvals are obtained. Refer to the Personnel Actions Reference List if you're not sure where to start or are looking for another type of personnel action. Use the Payroll Processing Calendar when entering effective dates (found on UHR's Department Resources website).

Section 1: Employee Information

Name (Last, First): _____ Prepared Date: _____
Banner ID (93#): _____ Position Type: _____
Department Org/Name: _____ Position Number: _____
Position Title: _____ Employer: W&M VIMS

Section 2: Job Funding Information (REQUIRED, except for Award)

Table with 5 columns: Index, Account, Activity, Percent, Amount. Contains 5 empty rows for data entry.

Section 3: Choose an Action Below

- Additional Pay (e.g., bonus - auto-charged to account 611310, moving payment - auto-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: _____ Budget: _____
Department Head: _____ Spons Programs: _____
Dean/VP: _____ Investment Admin: _____
Provost/EVP Finance & Admin/VP Research: _____

Preparer of Form

Name: _____ Phone: _____ Email: _____