Please read below for important information about how to accurately complete each field on the Personnel Action Form.

**Top of Form**

*Employee Name:* Please use the employee’s legal name, not the preferred name. For example, use William, not Bill as the first name.

*Employee ID:* This field is for the ADP ID. If the PAF is to hire a new employee, this field can be left blank for HR to complete once the data entry process is done to add the person to ADP. If the PAF is for an existing employee, please indicate the ADP ID. You can locate this ID in eTime.

*Banner ID:* This field is for the Banner ID (9200#). If the PAF is to hire a new staff employee, this field can be left blank for HR to complete once the data entry process is done to add the person to Banner. If the new employee is a faculty member, Academic Affairs populates this field.

*Job Title:* The Job Title should match the posting title in CGEMS (of which the person applied to) and the job title on the official HR job description.

*Department:* Indicate the employee’s home department from a funding/budget standpoint.

*Effective Date:* This field is for the date the change is to take place, not the date that the PAF is initiated. For a new employee, the effective date is the anticipated start date, keeping in mind that adequate time must be allowed for the person to give a notice to his/her current employer and the background check process is conducted and cleared. If the PAF is for an existing employee, the beginning of a pay period should be considered but is not required.

**Section A: Position Funding Data**

*Funding Distribution:* Check which box is appropriate for the position. If the position is 100% housed in the home department, check the first box. If the position is split, check the second box and indicate which departments in the Funding Comments section (for example, 50% Human Resources and 50% Auxiliary Services).

*Position number:* Indicate the position number for ADP purposes. If unsure, please confirm with Budget and Payroll.

*Job Code:* This field is ok to leave blank, as the job code might not be determined until the HR data entry process in ADP; however, if the job code is known, please indicate.
Current Job Title: If the PAF is for a new employee, this field can be left blank. If the PAF is for an existing employee, indicate what the employee’s current title is before the change being indicated on the form.

New Job Title: If the PAF is for a new employee, complete this field with the Job Title (which should match the Job Title field at the top of the form). If the PAF is for an existing employee, indicate what the new title will be once the change takes place.

*Processing note: Please attach the application materials to the PAF before obtaining all signatures (the CGEMS posting, the application, and supplemental documents such as résumé, transcript, etc.).

Position Classifications:
Please refer to the CCGA policy “Employee Categories” located on the intranet here: http://www.ccga.edu/Policy/files/EmployeeCategoryPolicy.pdf

Full-time: Standard work week is 40 hours per week.

Part-time: Any standard work week under 40 hours per week, even if benefitted. Please indicate the exact number of hours per week.

Permanent: Meets the definition of “regular” employee:

Regular Employment Status: Regular employment is considered continuous and may also be defined by agreement, contract, term, or restricted funding source(s). Regular employment may be benefits eligible, partial benefits eligible, non-benefits eligible, full-time or part-time, exempt or nonexempt. Regular exempt employment must meet the “salary basis” requirement under the federal Fair Labor Standards Act (FLSA).

Temporary: Temporary employment is short in duration to address business needs. Certain limitations apply; see policy for more details.

Faculty Fiscal: Faculty member on a 12 month contract (July-June)

Faculty Academic: Faculty member on a 10 month contract (August-May)

Benefits Eligible: (see policy for more details)

Full benefits package: Health insurance, leave accruals, holiday pay, required retirement participation( TRS and if applicable ORP); available for 30-40 hour a week “Permanent” or regular employees. Employees with a 30-39 hour work week receive a prorated amount on leave accruals and holiday pay.

Partially benefitted: “Permanent” or regular employees working 20-29 hour weeks receive prorated leave accruals, holiday pay, and required retirement participation( TRS and if applicable ORP).

Not eligible: Employees not eligible for benefits- temporary employees or regular employees whose standard work week is less than 20 hours a week.
Section B- Job Data/Position Data Changes

New Manager: Indicate the person who is responsible for approving time off, conducting performance reviews, and day-to-day supervision of the employee. Even if there is no change in the manager, please indicate a name in this field.

New Pay Rate: Please complete only one of the following and use the appropriate field to indicate the employee pay type as well as the rate. The employee pay type should match the CGEMS posting details and the Job Description classification. Please do not enter the annual salary of an hourly employee in the “Salaried/Exempt” field.

   Hourly/Non-exempt: Indicate the hourly rate. By completing this field, you are indicating that the employee is eligible for overtime. Additionally, the employee is required to participate in TRS.

   Salaried/Exempt: Indicate the annual rate. By completing this field, you are indicating that the employee is not eligible for overtime. Additionally, the employee has the choice to participate in either TRS or ORP.

   Per Credit Hour: To be used for part-time faculty; rate of pay is based on education level.

Other Changes/Comments: This field gives the opportunity to indicate more details about the type of change. Some of the details to be included (but not limited to):
   - Pay rate change type (merit, equity, promotion, transfer, compression adjustment)
   - Lateral transfer; no change in pay
   - Manager change; no change in pay
   - Relocation amount
   - Professional development amount allocated

Section C- Leave of Absence

This section is to be completed for leave which is different from time-off. Time-off is sick, vacation, and court/jury duty time which the employee can enter electronically in ADP. Leave requires more documentation but should be submitted separately to HR and should not be attached to the PAF.

The “From” and “To” dates are tentative and subject to change. Please indicated the anticipated dates of leave. HR will update with the appropriate dates once the leave is commenced/completed.

Paid (until exhausted): Depending on the employee’s sick and vacation accruals, the employee could be paid during the beginning of the leave but then exhaust paid leave accruals and become uncompensated/unpaid. HR and payroll will work together to ensure the appropriate accruals are utilized.

Unpaid: The leave is to be unpaid. For example- education leave.
Type of Leave: See Staff Handbook, Section V for more details:
http://www.ccga.edu/Policy/files/StaffHandbook.pdf

*Processing Note: Additional documentation required to be sent to Human Resources. Do not attach to the PAF, but please make sure the employee has established communication with HR to provide this documentation confidentially.

Section D: Terminations

Last day worked: Indicate the last day the employee is considered active. If the employee has given a notice, this date will be future dated. If the employee is a faculty member, please indicate the last day of the contract. If the employee has already exited, please indicate the last day the employee logged hours worked.

Types of Termination: For Resignation and Retirement, please attach the resignation letter to the PAF. Involuntary termination reasons require documentation. Please attach any additional documentation not already received by HR. Appropriate documentation is required for:
- Job abandonment
- Violation of Rules
- Insubordination
- Attendance
- Failure to return from leave
- Unsatisfactory Performance
- No Show
- Other (if applicable)

If additional information is relevant, please describe in the Comments field.

Section E- Approvals

All approvals must be completed before the change is to be made effective. The sections on Position Funding Data, Job Data/Position Data Changes, and Terminations (A, B, and D) must be approved by all parties including Vice President for Business Affairs. The Leave of Absence section (C) does not have to be approved by the Vice President for Business Affairs.

In some instances, the “Department Head/Budget Manager” may be the same person as the “Cabinet Member.” If this situation occurs, the first field can be left blank and the signature can be included on the Cabinet Member field.

*Processing note: PAF’s initiated to hire a new employee must have all signatures completed before extending an offer unless a verbal approval is authorized by the President.