

Personnel Action Form (PAF)

Non-Student

Adobe Pro required. Please contact
SERVE for installation.

Complete form electronically and email to
employment@gcsu.edu. In the subject line
indicate "employee name and job title – PAF
effective date."

Today's Date: mm/dd/yy

SECTION 1: Complete this Section for all Actions and complete the appropriate fields in Sections 2 – 6.	
Employee Name (LFM): (As appears on Soc Sec card)	Effective Date: mm/dd/yy
	End/Term Date (if applicable): mm/dd/yy
Employee ADP# (if available):	Will employee approve time for others? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	Will employee require credit check? <input type="checkbox"/> Yes <input type="checkbox"/> No
Manager Name:	Will employee require Drug Screen? <input type="checkbox"/> Yes <input type="checkbox"/> No
Timecard Approver (if different):	Will employee require MVR check? <input type="checkbox"/> Yes <input type="checkbox"/> No
Department #:	Does employee work in another GC Dept.? If Yes, <input type="checkbox"/> Yes <input type="checkbox"/> No
Campus Box:	which Dept:
Employee Email:	Has employee worked at another USG institution, <input type="checkbox"/> Yes <input type="checkbox"/> No
Time Entry Method (if available):	state agency, or county school system within the last
Position # or Last Incumbent (for new hires or transfers):	30 days? If Yes, name of agency:
	Is employee retired from USG or other state agency? If <input type="checkbox"/> Yes <input type="checkbox"/> No
	Yes, name of agency:

SECTION 2: Hire Action (New Hire, Rehire, Transfer from USG Institution, Status Change)			
Action:			
Employment Type:	<input type="checkbox"/> Annual Rate	\$	Professional/Administrative
Benefits Type:	<input type="checkbox"/> Hourly Rate	\$	Staff/Casual Labor/Students, FWS
Hours per Week: FTE:	<input type="checkbox"/> Monthly Rate	\$	Professional Administrative; Comm. Advisors, RAs

SECTION 3: Job Data/Pay Data Action (for existing employees)			
Action:	Current Value:		New Value:
Position Status:	Salary:		Salary:
	Job Title:		Job Title:
Benefits Type:	Position #:		Position #:
	Dept #:		Dept #:
New Funding Source:	Manager:		Manager:
	Time Off Approver:		Time Off Approver:
JUSTIFICATION/EXPLANATION OF ACTION-Attach necessary documentation. Be sure to include any new information pertaining to this action, i.e. work hours, new duties, etc.:			

SECTION 4: Leave of Absence			
From:	To:	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	Type of Leave:
Eligible for Disabled EE insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Eligibility Date:	Benefits Term. Date:

SECTION 5: Separation			
Reason for Separation:		Other:	
Annual Leave Balance:	Sick Leave Balance:	Last Date and Time on Duty:	
Comments:			

SECTION 6: Approvals (see approval workflow note below)			
Department Head/Hiring Authority:		Date:	
Next Level Approving Authority:		Date:	
VP / Provost Approval:		Date:	
Grants/Special Projects (when applicable):		Date:	
HR USE ONLY		BUDGET USE ONLY	
Pay Group:	Job Code:	Position Number:	
Approved Salary:		Payroll Distribution:	
Payroll Adjustment: \$			
Concurrent Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Job: <input type="checkbox"/> Yes <input type="checkbox"/> No		
HR Representative:	Date:	Budget Representative:	Date:

Approval Workflow: Type your name and date. Click Submit button at top of form to send form to employment@gcsu.edu. If next level approval is needed, forward form to approver as email attachment. Next Level Approver will type his name and submit to employment@gcsu.edu.

Employee name cannot be changed via this form; have employee contact Human Resources for Name changes. If Employee is a New Hire, leave Employee ADP# blank.

Job Title Must correspond to a title approved by Classification/Compensation.

FTE % of full-time equivalency. 1.00 = 100% time. Positions with an FTE less than 0.5 are not benefit-eligible.

Payroll Type *EXEMPT* = monthly or semi-monthly salaried position, not overtime-eligible (faculty, admin/prof staff)

NON-EXEMPT = hourly, OT-eligible, submits timesheets (support, clerical, trades, paraprofessional, service staff; student assistants.) Some non-exempt positions are paid bi-weekly, others are paid semi-monthly.

DEFINITIONS:

Benefits Eligible: There are three definitions pertaining to benefits eligible as described below:

1. Full Benefits Eligible: Defined as an average of 30 or more hours per week or .75 FTE and greater; applies to regular faculty and regular staff. Full benefits include all benefits in accordance with University System of Georgia of Board of Regents policy 8.2.9 Insurance.
2. Partial Benefits Eligible: Defined as an average of 20 to 29 hours per week or .5 FTE to .74 FTE; may apply to regular faculty and regular staff. Partial benefits include retirement and pro-rated leave accruals.
3. Non-Benefits Eligible: Defined as an average of 19 hours or less per week (.49 FTE or less); applies to regular faculty and staff, temporary faculty, staff, and student employees who may not work more than 1,300 hours in a 12 month period as defined later in this policy. Students may not be placed into a regular status.

Employee Categories

Staff: Staff employees shall consist of two major employee groups:

- 1) staff professional and administrative employees and
- 2) staff non-exempt and defined as follows:
 - Staff Professional and Administrative Employees are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities. (This group does not include faculty or graduate assistants); and
 - Staff Non-Exempt Employees are not exempt from the federal wage-hour provisions of the Fair Labor Standards Act (FLSA). (NOTE: The University System of Georgia position classification system includes the appropriate FLSA status in the "Master List with Definitions and Guidelines".)

Student Employees: Student Employees are considered temporary.

EMPLOYMENT STATUSES:

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 full benefits eligible, partial benefits eligible, non-benefits eligible, full-time or part-time, exempt or non-exempt. Regular exempt employment must meet the "salary basis" requirement under the federal Fair Labor Standards Act (FLSA).

- Salary Basis: Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis and the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work subject to exceptions under FLSA.

Temporary Employment Status: Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

1. A temporary is non-benefits eligible.
2. A temporary does not have an expectation of long-term employment.
3. A temporary may be full-time or part-time.
 - a. A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Once a temporary employee has worked 1,300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 weeks. Employment applies across all USG institutions.
 - b. If a temporary employee is needed beyond the 1,300 hours, they must be moved to a regular employee status.
 - c. A temporary who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300 hour worked limit from the date of hire into the first position. This includes Temporary Staff Arrangements.
4. A temporary may be separated at any time for any reason without notice, and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.
5. A temporary is typically considered non-exempt under the federal Fair Labor Standards Act's overtime provisions and paid for all hours worked on an hour-for-hour basis, and they must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. In some instances, temporary employees, such as graduate assistants, post docs or credentialed professionals, may be exempt.

Note: If a temporary employee exceeds an average 30 or more hours per week during the Affordable Care Act (ACA) measurement period and meets the definition of healthcare eligibility under ACA, if they continue employment in a regular position, they will become eligible to enroll in healthcare benefits during the ACA administrative period.