

PAF Breakdown

Personnel Action Form(PAF) & Electronic Personnel Action Form (EPAF)

- **Definition:** PAFs and EPAFs are required forms that the university uses to track job changes.
- **PAF: Personnel Action Form**
 - PAFs are originated on paper
 - Certain job changes require a PAF
- **EPAF: Electronic Personnel Action Form**
 - EPAFs are originated in the Banner system
 - Certain job changes require an EPAF

Faculty vs. Staff

- **Staff – Support operations at the university**

- Classified: Hourly employees paid bi-weekly
- Unclassified: Salaried employees paid monthly
- Bargaining: Belongs to a Union
- Non-Bargaining: Does not belong to a Union
- Full-time: Works 30+ hours a week and is eligible for benefits
- Part-time: Works less than 30 hours per week and is not eligible for benefits
- Classified non-exempt staff appointed who work at least 1,045 hours in a twelve-month period (at least 51 percent FTE) earn vacation on a prorated basis of the above schedule.
- Ohio Public Employees Retirement System: OPERS
- Alternative Retirement Program: ARP

- **Faculty – Perform research or teach at the university**

- Academic: Research or Teach
- Fiscal: Changed from Academic if they take on additional responsibilities: Become Director, Chair, Interim Position, etc.
 - When changed from Academic to Fiscal, the employee will start accruing Vacation time.
- Adjunct: Temporary, part-time Instructor
- Full-time: Works 30+ hours a week and is eligible for benefits
- Part-time: Works less than 30 hours per week and is not eligible for benefits.
- 12 / 12: Paid every month for 12 months.
- 9 / 12: Paid a 12 month salary over 9 months.
- Bargaining: Belongs to a Union
- Non-Bargaining: Does not belong to a Union
- Do not receive vacation time off unless changed to fiscal
- State Teacher's Retirement System: STRS

Paper PAF Breakdown

- A paper PAF is used for the following job changes
 - Academic to Fiscal job change
 - Hourly to Salaried job change
 - Labor Distribution (School of Medicine)
 - STEM School

Human Resources
(937) 775-2120

Personnel Action Form

Name (Last, First, MI)	UID Number/SSN (New Only)	NBAPOSN
Job Start Date	Job Stop Date	Organization Name
Affirmative Action Number	Campus Address/Campus Phone Number	City Work Loc. (other than main campus) <input type="checkbox"/> Essential Employee
Job Title	Position Class Number Salary Band	Position FTE <input type="checkbox"/> Emergency Responder
Annual Base Salary	Base Monthly/Hourly Rate	Monthly Stipend Rate (If Applicable)

Employment Type	Contract Type	Employment Status
<input type="checkbox"/> Faculty <input type="checkbox"/> Fiscal (12 month) <input type="checkbox"/> Academic (9 month) <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non-Tenure Track <input type="checkbox"/> AAUP <input type="checkbox"/> Unclassified <input type="checkbox"/> Unclassified Hourly <input type="checkbox"/> Classified <input type="checkbox"/> Provisional <input type="checkbox"/> Classified PTOC <input type="checkbox"/> Retiree <input type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Continuing Employment <input type="checkbox"/> Special Contract <input type="checkbox"/> Interim Appointment (6 month) <input type="checkbox"/> Visiting Scholar / Faculty <input type="checkbox"/> Visiting NTT <input type="checkbox"/> Auxiliary <input type="checkbox"/> One-Time Payment (bonus/award) <input type="checkbox"/> Gross <input type="checkbox"/> Net	<input type="checkbox"/> Superseding Appointment <input type="checkbox"/> New Hire / Re-hire <input type="checkbox"/> Leave with pay <input type="checkbox"/> Leave without pay <input type="checkbox"/> returning from leave <input type="checkbox"/> Termination / Separation <input type="checkbox"/> Retirement <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Job Reclassification (Title/Pay Grade) <input type="checkbox"/> Transfer <input type="checkbox"/> Job Audit <input type="checkbox"/> Job Audit with grade change <input type="checkbox"/> Special Salary Adjustment- Market <input type="checkbox"/> Special Salary Adjustment- Other <input type="checkbox"/> Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary						

Reallocation

Funding JV or Position Number _____ **Position Incumbent Name (if applicable)** _____

Comments/Additional Information: _____

Timesheet / Leave Report Approver (Name, UID): _____

Action Code _____	Chair/Dir. Approval Date _____	_____	_____
ECLS _____	Dean/VP Approval Date _____	_____	_____
Earn Code _____	Business Mgr Approval Date _____	_____	_____
Cert. Date _____	Budget RSP Approval Date _____	_____	_____
<i>*Shaded areas for HR use ONLY</i>	HR Approval Date _____	_____	_____
	Payroll Approval Date _____	_____	_____

PAF Section 1

Name: Employee Name

UID: Employee UID #

NBAPOSN: Assigned Position Number for this job.

Job Start Date: Date employee is starting the job.

Job Stop Date: Date employee is ending the job.

Organization Name: Level 5 Org or the department name.

Affirmative Action Number: Affirmative number assigned to the job posting.

Campus Address/Campus Phone Number: Employee campus address and phone number

City Work Location: Work location other than if it will be on the main campus.

Job Title: Employee's job title

Position Class Number: Position assigned a position class based on the job type.

Salary Band: Where the job falls within the assigned salary band.

Position FTE: Employee's Full Time Equivalent %

Essential Employee: Is employee Essential?

Emergency Responder: Is employee an Emergency Responder?

Annual Base Salary: Employee's annual base salary

Base Monthly/Hourly Rate: Employee's Monthly or Hourly Rate

Monthly Stipend Rate: Employee's Stipend Rate

Personnel Action Form		Human Resources (937) 775-2120
<input type="text"/> Name (Last, First, MI)	<input type="text"/> UID Number/SSN (New Only)	<input type="text"/> NBAPOSN
<input type="text"/> Job Start Date	<input type="text"/> Job Stop Date	<input type="text"/> Organization Name
<input type="text"/> Affirmative Action Number	<input type="text"/> Campus Address/Campus Phone Number	<input type="text"/> City Work Loc. (other than main campus)
<input type="text"/> Job Title	<input type="text"/> Position Class Number Salary Band	<input type="checkbox"/> Essential Employee
<input type="text"/> Annual Base Salary	<input type="text"/> Base Monthly/Hourly Rate	<input type="checkbox"/> Emergency Responder
		<input type="text"/> Monthly Stipend Rate (If Applicable)

Employment Type

Faculty: Is employee a faculty member?

Fiscal (12 month): Are they a fiscal faculty paid for 12 months?

Academic: Are they academic faculty paid for 9 months?

Tenure Track: Is faculty member a tenure track employee?

Non-Tenure Track: Is faculty member non-tenure track?

AAUP: Is employee in the Union?

Unclassified: Is the employee unclassified?

Unclassified Hourly: Is the employee unclassified Hourly?

Classified: Is the employee classified?

Certified: Certain classified position must have certifications.

Provisional: We do not use this field.

Classified PTOC: Is the employee part-time on call?

Retiree: Is the employee a Retiree?

Bargaining Unit: Is the employee in the Union?

Employment Type	
<input type="checkbox"/>	Faculty
<input type="checkbox"/>	Fiscal (12 month)
<input type="checkbox"/>	Academic (9 month)
<input type="checkbox"/>	Tenure Track
<input type="checkbox"/>	Non-Tenure Track
<input type="checkbox"/>	AAUP
<input type="checkbox"/>	Unclassified
<input type="checkbox"/>	Unclassified Hourly
<input type="checkbox"/>	Classified
<input type="checkbox"/>	Certified
<input type="checkbox"/>	Provisional
<input type="checkbox"/>	Classified PTOC
<input type="checkbox"/>	Retiree
<input type="checkbox"/>	Bargaining Unit

Contract Type

Continuing Employment: Not subject to annual renewal.

Special Contact: Is employee under a Special Contract?

Interim Appointment: Is employee under Interim Appointment?

Visiting Scholar/Faculty: Is employee Visiting Scholar or Faculty?

Visiting NTT: We do not use this field.

Auxiliary: We do not use this field.

One-Time Payment: Is this employee getting a bonus or award?

Gross: Taxes will be taken out of payment.

Net: No taxes will be taken out. Payroll adds \$ to amount so contract is paid full amount.

Contract Type	
<input type="checkbox"/>	Continuing Employment
<input type="checkbox"/>	Special Contract
<input type="checkbox"/>	Interim Appointment (6 month)
<input type="checkbox"/>	Visiting Scholar / Faculty
<input type="checkbox"/>	Visiting NTT
<input type="checkbox"/>	Auxiliary
<input type="checkbox"/>	One-Time Payment (bonus/award)
<input type="checkbox"/>	Gross
<input type="checkbox"/>	Net

Employment Status

Superseding Appointment: Replaces the previous PAF already in place.

New Hire/Re-Hire: Is the employee a new hire or rehire?

Leave: Is the employee on leave?

With Pay: Is employee being paid on leave?

Without Pay: Is employee not being paid on leave?

Returning From Leave: Is employee returning from leave?

Termination/Separation: Is this employee being terminated or separated?

Retirement: Is this employee retiring?

Promotion: Is this employee receiving a promotion?

Demotion: Is this voluntary or involuntary?

Job Reclassification: Is this employee receiving a title or pay grade change?

Transfer: Is the employee being transferred?

Job Audit: Did this employee receive a job audit?

Job Audit with Grade Change: Did this employee receive a job audit with a grade change?

Special Salary Adjustment – Market: Did this employee receive a special salary market adjustment?

Special Salary Adjustment Other: Did this employee receive a special salary adjustment?

Other Data Change: Did this employee receive a change in their job?

<u>Employment Status</u>	
<input type="checkbox"/>	Superseding Appointment
<input type="checkbox"/>	New Hire / Re-hire
<input type="checkbox"/>	Leave
<input type="checkbox"/>	<input type="checkbox"/> with pay
<input type="checkbox"/>	<input type="checkbox"/> without pay
<input type="checkbox"/>	<input type="checkbox"/> returning from leave
<input type="checkbox"/>	Termination / Separation
<input type="checkbox"/>	Retirement
<input type="checkbox"/>	Promotion
<input type="checkbox"/>	Demotion
<input type="checkbox"/>	Job Reclassification (Title/Pay Grade)
<input type="checkbox"/>	Transfer
<input type="checkbox"/>	Job Audit
<input type="checkbox"/>	Job Audit with grade change
<input type="checkbox"/>	Special Salary Adjustment- Market
<input type="checkbox"/>	Special Salary Adjustment- Other
<input type="checkbox"/>	Other Data Change

Salary Distributions

Distribution: Where the salary is being paid from.

Index: Same budget Org or same as the grant or foundation fund number.

Fund: General accounting (General, Central, Grant, Foundation)

Org: Organization where the salary is being paid from.

Acct: Establishes type of employee (faculty/staff)

Program: Index populates this field.

Activity: Assigned by department to identify funding, a person, etc.

Funding Source: We do not use this field.

Academic Salary (2 Sem): Total salary for 2 semesters.

Academic Stipend (2 Sem): Total stipend salary for 2 semesters.

Fiscal Year Salary: Normal 12 month salary.

Fiscal Year Stipend: Normal 12 month salary.

Special Contract Salary: We do not use this field.

Percent of Salary: % of salary can be split in multiple distributions.

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary						

Salary Distribution Completed PAF Example

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6	Distribution 7	Distribution 8
Index								
Fund	226100	226120	671339	671584	671793			
Org	226137	226137	226137	226137	226137			
Acct	614200	614200	614200	614200	614200			
Program	10005	10005	20052	20052	20052			
Activity								
Funding Source								
Academic salary (sem)	\$	\$	\$	\$	\$	\$	\$	\$
Academic stipend (sem)	\$	\$	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$ 63,912.52	\$ 63,896.84	\$ 15,680.21	\$ 6,146.64	\$ 7,165.85	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$	\$	\$
Percent of Salary	40.76	40.75	10.00	3.92	4.57			

Funding / Comments

Funding JV or Position Number: This field is used to communicate information to other areas. (Budget, Foundation, RSP, etc.)

Position Incumbent Name: Name of person previously in this position.

Reallocation: This box is checked if it is a labor change.

Comments/Additional Information: Any information regarding funding or important information about the PAF.

<input type="text"/>	<input type="text"/>	Reallocation <input type="checkbox"/>
Funding JV or Position Number	Position Incumbent Name (if applicable)	
Comments/Additional Information:	<input type="text"/>	
<input type="text"/>		
<input type="text"/>		

Timesheet/Leave Report Approver

Timesheet/Leave Report Approver: Leave/Time Approver of this employee.

Action Code: This tell us what action we took on the PAF. (Labor change, etc.)

ECLS: Employee class (14, 21, 34, etc.)

Earn Code: Do not use

Cert. Date: Do not use

Chair/Dir. Approval Date: Chair approval.

Dean VP Approval Date: Dean approval.

Business Mgr. Approval Date: Business Manager approval

Budget/RSP Approval Date: Budget Approval

HR Approval Date: HR Associate approval

Payroll Approval Date: Payroll approval

Timesheet / Leave Report Approver (Name, UID): _____

Action Code _____	Chair/Dir. Approval/Date _____
ECLS _____	Dean/VP Approval/Date _____
Earn Code _____	Business Mgr Approval/Date _____
Cert. Date _____	Budget/RSP Approval/Date _____
<i>*Shaded areas for HR use ONLY</i>	HR Approval/ Date _____
	Payroll Approval/Date _____