How to Complete a Personnel Action Form (PAF)

The fillable version of the PAF is on the HR Website the under Miscellaneous.

In order to insure that all paperwork is processed expediently, Human Resources is requesting the assistance of all departments to insure that all information on the PAF's (whether new, re-hire or termination) is filled out accurately and *completely*.

If someone is a new hire, meaning the employee has never worked for BMCC, the PAF may NOT be submitted prior to the New Hire bringing in their paperwork. In this instance, the PAF must be given to the New Hire to bring to HR with their New Hire Documents.

A PAF should NEVER have more than one item checked in the Action section.

We greatly appreciate your partnership in helping insure the smooth processing of the new, re-hire and termination paperwork. If, after reviewing this document, you have additional questions contact HR.

When should a PAF be provided?
- Initial Appointments
- New Hires
- Reappointments
- Change in status
- Leaves
- Separations (this includes resignations, non-reappointments and terminations)

The PAF is broken out into four (4) sections: Personal Information, Action, Departmental Information, and Approvals. All of the following information applies to all personnel, in all departments, in all positions

SECTION 1: PERSONAL INFORMATION

In **every** instance that a PAF is submitted to the HR department, the personal information section **must** be filled out *correctly and completely*. It does not matter whether it is for an initial hire, a re-hire, resignation or termination. This first section of the PAF should look like the following example when sent to HR[1] [2] regardless of the applicant's title, department or appointment type:

SOURCE OF FUNDS: ☒ TAX LEVY **or** ☐ GRANTS

Name: Someone   Special   A
          Last   First   M.I

Address: 368 Noplace Lane   City, State: Staten Island, MI   Zip Code: 00000

Telephone #: (555) 555-5555   Date of Birth: 01/01/00

Last 4 digits of SS #: XXX-XX-0000   OR   CUNY First ID #: 00000011

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[1] Personal information provided was not based on an actual person or place.
[2] If the PAF is for the Grants Department, be sure to check the Grants box and submit the PAF to **that** Department, not HR.

SECTION 2: ACTION

1) Appointment Type: The action section is where the department will provide the employment status information of the employee. On the PAF you will be selecting one option from the Appointment Type (column A below).

Following are a few examples for reference:
- If someone is a **new hire,** meaning the employee has **never** worked for BMCC, the "Action" field would look like this:

☐ Appointment
☒ Initial
☐ Provisional
☐ Probationary
☐ Temporary

- If the person hired is **new to your department**, but **previously worked** in another department, select Appointment:

☒ Appointment
☐ Initial
☐ Provisional
☐ Probationary
☐ Temporary

- If the employee **worked** for you in the previous semester, and you are **re-hiring*** them:

☒ Reappointment
☐ W. Tenure
☐ W/O Tenure
☐ W. CCE
☐ W/O CCE

*The other selection in this section pertain to Faculty titles. You should not be using them.

2) Change in Status: A change in status is to be used **only** if an employee's status is being changed (If there is a change in title or salary the Departmental Information section **must** also be filled out).

☐ Promotion/ Reclassification
☐ Merit

3) Leaves: The Leave status is to be used only if the employee will be taking a leave of absence for one of the noted reasons. (The Departmental Information section must also be filled out).

Leave: (w pay, w/o pay)
☐ Leave: (w pay, w/o pay)
☐ Child Care
☐ Disability
☐ Fellowship
☐ LIB Reassignment
☐ Partial
☐ Special Purpose
☐ Travia
☐ Other

4) Separation: Separation is to be used only if an employee's employment is, in some way, being terminated at BMCC. On the PAF select the reason for the Separation and provide the reason for the separation in the "Other" Section.

Example A:

Separation:
☒ Cancellation
☐ Resignation
☐ Retirement
☐ Termination
☐ Transfer
☐ Appt. Ended

Other Action: ___Employee decided not to take position___

Example B:

Separation:
☐ Cancellation
☐ Resignation
☐ Retirement
☐ Termination
☐ Transfer
☒ Appt. Ended

Other Action: ___Employee will not be rehired next semester.___

SECTION 3: DEPARTMENTAL INFORMATION

Departmental Information:

In this section, the department the employee will be working for will be indicated. All applicable fields in this section must be filled out.

When using the fillable form you will notice that the PDF will automatically total the "Total Cost" for the employee as long as the "Salary" and "Maximum # of Hours per period fields" are filled in.

For New Hires and Reappointments, be advised that:
- The effective date should reflect the *exact* dates the employee has been hired for.
- The maximum number of **Hours per Week** should reflect the maximum number of hours the employee will **actually** work.
  - If they are only working ten (10) hours a week, the hours per week should not show twenty (20).
- The maximum # of **hours per period** should be the **total** hours the employee will **actually** work over the time frame indicated.
  - If the employee will be working 20 hours per week for 26 weeks the total number of hours would be 520 hours (NOT 1040).

Department: HR   Salary: 15.61   per Annual / per Hour

Title: College Assistant   Functional Title: _____

Effective Date: From 01/01/2020   To 07/06/2020

For College Assistant/ Student Aide/ Tutor/ Adjunct, please complete the following:

Maximum # of Hours per Week: 20   Maximum # of Hours per Period: 520

Work Schedule (e.g. M & W 9 – 5, etc.): M, W, Th, F 10-3

Course: _____ _____ _____ _____ _____

Section: _____ _____ _____ _____ _____

Total Cost: $ 8,117.20   (rate* total hours) Duties/Workload _____

For Separations, be advised that:
- The only fields that should have information provided are: Department, Title, Salary, and Effective Date: "From".
  - The effective date should reflect the *exact* date the appointment ended
  - **Only** the "From" dated should be entered.

Department: HR   Salary: 15.61   per Annual / per Hour

Title: College Assistant   Functional Title: _____

Effective Date: From 05/15/2020   To _____

For College Assistant/ Student Aide/ Tutor/ Adjunct, please complete the following:

Maximum # of Hours per Week: _____   Maximum # of Hours per Period: _____

Work Schedule (e.g. M & W 9 – 5, etc.): _____

Course: _____ _____ _____ _____ _____

Section: _____ _____ _____ _____ _____

Total Cost: $ 0.00   (rate* total hours) Duties/Workload _____

SECTION 4: APPROVALS

Approvals:

If the employee is a **New Hire**, the only signature needed on the PAF is the Department Chair or Head. HR will secure all additional signatures.

In **all** other instances, the designee filling out the PAF must submit the PAF to Department Chair or Head, and the Divisional Vice President or Dean for signature. The PAF will then be brought to the Human Resources Department for additional approvals or processing.