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# Instructions for the Personnel Action Form (PAF)

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**Please note: This form must be typed**

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## **Section 1: Contact person**

- Type the date that the form is being completed.
- In case there is a question about the form - the name, phone number, and email address of the person who actually prepared this form should be typed in this section.

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## **Section 2: The employee's identification information**

**Note:** This info must appear on the PAF form exactly as it appears on the employee's Social Security card.

- Type the employee's name: last name, first name, and middle initial.
- Type the employee's Social Security Number.
- Type the employee's Trojan Number (T #).

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## **Section 3: Reason for action**

- If you know the employee's position number, type this number in the blank near the top right corner of this section.
- Type an X in the appropriate checkbox to indicate whether the employee is being newly hired, reappointed, changing status, being terminated, or other action. For a termination or retirement action, you will also need to provide the last day worked and the date the job should be terminated. The last day worked is the last day the employee physically worked in their position. The termination date is the last day the job position should be terminated. These dates may be the same; however, if the employee physically worked in their position then planned to take a few days of annual leave, the dates would then be different.
- Provide a detailed explanation to describe to reason for action.

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## **Section 4: Employee classification**

- Type an X in the appropriate checkbox to indicate whether the employee is full-time or part-time. If the employee is working part-time, type the % time in the blank provided.
- Type an X in the appropriate checkbox to indicate what type of appointment the employee is assuming. See the definitions of different appointment types below.

### **Non-instructional employees:**

*Classified* – A 12-month employee who holds a position with state ranking; for example, Secretary I, Custodial Worker I, Administrative Secretary, Financial Aid Officer, etc. This employee classification is non-exempt according to the Fair Labor Standards Act (FLSA) guidelines.

*Grad Assistant* – Any paid graduate student falls into this category, even if the graduate student is teaching for the university.

*Stipend* – A detailed description/definition can be found at:  
[http://xena.ualr.edu/hrs/forms/Stipend\\_Procedures.doc](http://xena.ualr.edu/hrs/forms/Stipend_Procedures.doc)

*Non-Classified (non-faculty)* – A 12-month professional employee who does not hold faculty rank. This employee classification is exempt according to the Fair Labor Standards Act (FLSA) guidelines.

*Non-Classified (faculty)* – A 12-month administrative employee who holds faculty rank but is not considered to be an instructional employee; for example, Chancellor, Vice Chancellors, Associate Vice Chancellors, Deans, Librarians, etc. (Department Chairs, however, are considered to be instructional employees; see the listing for Faculty below.) This employee classification is exempt according to the Fair Labor Standards Act (FLSA) guidelines.

### **Instructional employees:**

*Faculty* – Any teaching employee who holds faculty rank, including Department Chairs.

*Lecturer/Adjunct* – Any teaching employee who does not hold faculty rank and is not a graduate assistant.

### **Hourly employees:**

*Hourly Labor* – A temporary employee working for hourly pay whose employment is not part of a federal work study financial aid package.

*Work Study* – A student whose employment is part of a federal work study financial aid package.

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## **Section 5: Contract period for instructional employees**

- If you checked one of the instructional employee boxes in Section 4, type an X in the appropriate checkbox to indicate the length of the employee's contract period.
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## Section 6: Proposed status

**Note:** If the Reason for Action is Termination or Retirement, leave this section blank for benefits eligible positions.

- In the right hand corner of this section, type the organization number for the campus department where the employee's home department is and the employee's Time Sheet (WTE) organization number.
- Type the name of the department or unit where the employee is going to be working.
- Type the **actual pay title** of the employee's position. Please **DO NOT** use the working title. If you need to indicate the working title, type the actual pay title **first** then a / following with the working title.  
Example: Research Associate/Director of Disney World.
- Type the full annual salary **or** hourly rate if it is an hourly employee.
- List the dates when the appointment will begin and end, followed by the FOAPAL that will support the employee's salary/pay during the contract period.
- If you need to list two or more FOAPALS, type the percentage of the salary coming from each FOAPAL in the % Salary column. (Make sure that the percentages you list add up to a total of 100%.)
- Indicate the total dollars that will come from each FOAPAL in the Dollars Encumbered column. Add the total dollars encumbered and enter this figure on the Total line in the bottom right-hand corner of the section. If you need assistance in calculating the dollars encumbered, contact the Budget Office at 569-8426 or [budget@ualr.edu](mailto:budget@ualr.edu) and request a calculation spreadsheet.
- If you are filling out a PAF for an hourly employee, the Dollars Encumbered column cannot be left blank.

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## Section 7: Current status

- Complete this section using the information from the employee's current position. Refer to the instructions provided in Section 6 to determine what information is required in each blank.

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## Section 8: Funding source for budget transfer (if applicable)

- If you will be transferring funds from another FOAPAL, list that FOAPAL number here. Provide the name of the FOAPAL account, and be sure to obtain a signature from the person who controls that account.
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**Section 9: Grant funded position**

- Type an X in the appropriate checkbox to indicate whether this position is being funded by a grant. If you check Yes, ORSP **must** sign the PAF before it goes to the Vice Chancellor.

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**Section 10: Signatures**

Send the form out for signatures in the order that they appear in this section.

For hourly employees, only the Department Head or Supervisor's signature is required, unless the hourly rate is above \$10.49.

**Note:** Effective immediately, ALL signatures are required. The only exceptions are hourly employees with an hourly rate below \$10.49, or the funding source is not grant; therefore, not requiring ORSP signature.

- Step 1: Department head or supervisor signature  
Step 2: Dean or Associate Vice Chancellor signature  
Step 3: ORSP signature (if applicable)  
Step 4: Vice Chancellor signature

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**Complete and correct PAFs will be processed as follows:**

- Step 5: Department of Human Resources processes and initials  
Step 6: Budget Office processes and initials  
Step 7: Payroll Office processes and initials

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Print the copies on NCR paper in the following order: White (payroll); Green (HRS); Blue (your copy); Canary (VC); Pink (Budget); Goldenrod (HRS)

**Important Note: Incomplete PAFs will not be processed, including but not limited to missing signatures. Incorrect PAFs will not be processed, including but not limited to printing on the wrong side of the NCR paper causing written information or signatures not to transfer to all six copies.**

Human Resource Questions: call 569-3180  
Budget Questions: call 569-8426  
Payroll Questions: call 569-3136

Employment is subject to applicable policies of the Board of Trustees of the University of Arkansas including, without limitation, Board Policy 405.4, Employment Periods, and further to applicable policies of the University of Arkansas at Little Rock.

## Printing with NCR Paper:

These instructions apply for both 3 and 6 copy NCR paper.

If used correctly, this paper will transfer signatures through to every copy like carbonless paper should. If used incorrectly, the signatures will not transfer. This paper must be printed on a specific side **AND** stacked in a specific order to transfer through to all copies.

Purchasing the collated 3 or 6 part paper will save on confusion as to which side of the paper to print on and what order to keep it. When opening a ream of collated 3 or 6 part NCR paper, make sure that the pink side (3 copy) or the goldenrod side (6 copy) is face up. It is best to leave this paper in a tray in this direction.

To print the form as one packet: (It is usually best to use the printer's manual feed tray, if possible)

Take the 3 or 6 copy forms out of the tray. There should always be a pink (3 copy) or a goldenrod (6 copy) sheet left on top. If there is not, you will have an incomplete packet.

Put the paper in the printer so as the side facing up in the storage tray is the side that is printed on. Print.

Reverse the order the pages came out of the printer. This will make the pink (3 copy) or the goldenrod (6 copy) now on the bottom and the white is now on the top.

**Staple pages together.** Please do not paper clip the pages together.

**FOR MAC USERS:** The PAF form may print on two pages (the second page will likely be blank). Simply tell your printer to print 6 copies of page 1 only. That should correct this formatting problem. Apparently MACs cannot print as close to the edge of the paper as PCs can.

**FOR 4 PART CAMPUS FORMS:** Print the packet on the 6 copy NCR paper. Remove the 2 colors not listed on the bottom of the form. Discard or use as departmental copy. With the exception of removing the two un-needed colors, be sure to keep the paper in the SAME ORDER, or it will not transfer through on every sheet.