



## **Personnel Action Form (PAF) Policy and Procedures**

**Responsible Department:** Payroll and Human Resources

**Responsible Administrator:** Director of HR & Director of Payroll

**Effective Date:** 6/1/2013

### **I. PURPOSE**

The purpose of this policy is to define procedures for approving Personnel Action Forms (PAFs) and to ultimately ensure the University acts as good stewards of funds.

### **II. SCOPE**

This policy applies to all faculty and staff who initiate and/or sign PAFs.

### **III. DEFINITIONS**

**Personnel Action Form (PAF):** A PAF is the form that hires, terminates, transfers, increases or decreases salary, or makes any other changes to an employee's job. Paper PAFs can be found on the Human Resources website at [http://www.acu.edu/campusoffices/hr/form/PAF\\_Forms.html](http://www.acu.edu/campusoffices/hr/form/PAF_Forms.html). The preferred method for student transactions is an ePAF. As ePAFs become available for faculty and staff, they will be the preferred method for submitting faculty and staff transactions.

**Organization Structure Levels:** The President is level 1, the President's direct reports are level 2, direct reports of the President's direct reports are level 3, and so on, and so forth. A visual organization chart can be found at <http://www.acu.edu/campusoffices/hr/documents/org-chart.pdf>.

**Initiator:** The person who initially sets up the PAF. In many instances, this will be the department's administrative assistant or coordinator, or office manager. The initiator is responsible for establishing the flow of a PAF on paper, the flow of an ePAF within banner self service, and also ensuring the PAF flows to the correct people for approval. This is done through the routing queue process as explained below.

First approver: The first approver will never be lower in the organization structure than three levels below the President (level 4). At no time can an approver be the same level as the employee transaction they are approving.

Second approver: The second approver will never be lower in the organizational structure than two levels below the President (level 3). At no time can an approver be the same level as the employee transaction they are approving.

FYI: A transaction submitted for “FYI” can be acknowledged by the recipient; however no action is required for the PAF to be processed and paid. The notification is strictly informational in nature.

Proxy: The authority to act on behalf of someone. A supervisor who assigns proxy to someone should understand that the ultimate responsibility for anything approved by the proxy on their behalf lies with the supervisor.

#### **IV. PROCEDURE (OR PROCESS)**

##### **A. Faculty & Staff PAFs 1. Paper PAFs:**

- i. The appropriate initiator will initiate the PAF
- ii. Paper PAF will be sent to the first approver to sign.
- iii. Paper PAF is then sent to second approver to sign.
- iv. If requested by the FYI, a copy should be scanned and sent to the office of the FYI. If a paper copy is sent, it should be marked as “FYI” so it is clear that no action needs to be taken.
- v. The PAF will then be forwarded to the budget office (Stephanie Lang for Operations, Julie Hughes for Academic)
- vi. PAF is then sent to Human Resources for approval
- vii. PAF is then sent to Payroll for processing

##### **2. Electronic PAFs**

- i. The appropriate initiator will initiate the ePAF and set up the routing queue as follows:
  1. First approver for approval
  2. Second approver for approval
  3. Budget Office (Stephanie Lang for Operations, Julie Hughes for Academic) for budget approval
  4. FYI for acknowledgement
  5. Human Resources (Kim Dennis) for approval
  6. Payroll (Candi Hammett) for application
- ii. Once all approvals have been obtained electronically, HR will check if the I9 is completed and unexpired. If so it will be approved and routed to Payroll to take action on.

- iii. If no I9 is on file or if it is out of date, HR will hold the PAF until I9 paperwork is complete.
- iv. The person who is FYI'd is not required to take action, however the PAF will be available for them to review electronically if they so choose.

Electronic PAFs are not currently available for faculty and staff transactions, however they will be rolled out in phases after the implementation of this policy.

**B. Student PAFs**

- 1. The initiator should set up the routing queue as follows:
  - i. Human Resources (Kim Dennis) for approval
  - ii. Payroll (Candi Hammett) for application
- 2. HR will check if the I9 is completed and unexpired. If so it will be routed to Payroll to take action on.
- 3. If no I9 is on file or if it is out of date, HR will hold the PAF until I9 paperwork is complete.

C. In all instances, a rubber stamped signature is not acceptable on a PAF and the PAF will be returned to the home department for correction.

D. In the instance that an approver is unable to approve PAFs or ePAFs, a proxy may be set up. It is important to note that the approver is still held ultimately responsible for the results of actions taken by the proxy. To be a proxy, a Proxy form must be filled out and signed both by the approver and the proxy, and turned in to the Human Resources office. Only then will the proxy's signature be accepted. In addition, a proxy may only act as a proxy for one person per PAF. For example, if an employee is a proxy for both the dean and the department head, they may only proxy for one or the other on one PAF.

E. Your department may choose to internally require PAFs be sent to employees that are not required approvers. If this is the case, our recommendation is to have the initiator make a copy of the PAF, clearly indicate that it is a copy on the face of the PAF, and send the copy to that person. Departmental procedures should be carefully developed so that the PAF is quickly sent for signatures and processing.

**V. COMPLIANCE**

If correct signatures are not obtained, or if a signature is rubber stamped, the PAF will be returned to the initiator for correction.