

## **UAM OPERATING PROCEDURE 410.3**

### **PERSONNEL ACTION FORM (PAF) APPOINTMENTS, TERMINATIONS, CHANGES IN STATUS**

A Personnel Action Form (PAF) must be completed by the supervisor/unit head for all appointments\*, terminations, and changes in status (examples: change in account number, job title, rank, department, name, tenure, salary). This includes all full-time and part-time faculty, staff, and student workers. The form must be submitted using dynamic forms and received by the UAM Human Resources Office at least 10 working days prior to the hire date. No action will be taken by the UAM Human Resources Office until the applicant has completed the recruitment process in its entirety.

To ensure that Workday is the official system of record, all PAF's and any other supporting documentation will be uploaded to the employee's Workday account profile.

\*The first step in filling a position is completion of the start job requisition in Workday. After an offer has been made to the applicant in Workday and the background check has been initiated in Workday, a Personnel Action Form (PAF) should be completed.

*Revised: February 20, 2024*

*Revised: March 30, 2023*

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*Revised: July 1, 2011*

*Revised: July 1, 1997*

*September 1, 1992*