



**Georgia State University
PERSONNEL ACTION FORM (PAF)**

Prior Period Adjustment
Send copy to Budget office

A. EMPLOYEE

Name (LAST, First Middle) <i>(As it appears on Soc Sec card)</i>	Employee ID or Panther #:
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B. APPOINTMENT CLASSIFICATION (✓ *Appropriate classification. Explain multiple appointment classifications in Remarks below.*)

<input type="checkbox"/> Faculty, Academic Year (AY)	<input type="checkbox"/> Staff, Regular (ongoing or > 3 yrs)	<input type="checkbox"/> Current GSU Student Asst (non- Work/Study)
<input type="checkbox"/> Faculty, Fiscal Year (FY)	<input type="checkbox"/> Staff, Limited Term (> 6mo - 3 yrs)	<input type="checkbox"/> Current GSU Work/Study Student
<input type="checkbox"/> Fellow or Postdoc	<input type="checkbox"/> Staff, Temporary non-student (6 mo or less)	<input type="checkbox"/> Non-Employee Affiliate or Other:
	<input type="checkbox"/> Staff, Occasional / On-call	

C. ACTION REASON (✓ *Appropriate action. Must be received by HR 5 working days before regularly scheduled pay date.*)

<input type="checkbox"/> NEW HIRE or REHIRE (sec D & E)	Action Start Date	End/Term Date	ACTION Code (see back)	Comment (see back)
<input type="checkbox"/> CHANGE position information (sec D)	mo day yr			
<input type="checkbox"/> CHANGE earnings distribution (sec E)				
<input type="checkbox"/> TERMINATION	The End/Term Date is not entered into the system. It is information purposes only.			

D. POSITION INFORMATION (*HIRES: enter data in all TO fields. CHANGES: enter only fields requiring changes from current info*)

	Change FROM	Change TO	Change FROM	Change TO
Home Dept. Name			Room # & Bldg	
			P.O. Box	
Home Dept. (Spectrum Dept #)			Reports To ¹	
Business Unit			eTime Supervisor ²	
Job Code (6 characters, e.g. 090X00)			AY or FY Base Salary	\$ \$
Job Title(s)	1	1	Payroll Type ✓ payroll type. See back for definitions.	<input type="checkbox"/> non-exempt paid biweekly <input type="checkbox"/> exempt paid monthly
	2	2	Special Pay beyond Base ³	<input type="checkbox"/> one-time pymt ³
	Is this person a Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Unit Rate of Pay*	\$ <input type="checkbox"/> per hour <input type="checkbox"/> per pay period <input type="checkbox"/> one-time only*
FT Equivalency (FTE) FT=1.00			Leave of Absence	<input type="checkbox"/> Active <input type="checkbox"/> LOA
Position #				
Other (Explain)				
Also Employed in another DEPT? <input type="checkbox"/> YES <input type="checkbox"/> NO		If YES, what DEPT?		

E. EARNINGS DISTRIBUTION. (*Enter for all employees. Must total to 100% regardless of FTE. Must reflect actual allocation of effort.*)

SPEEDTYPE Code(s) To Charge Salary / Effort	% of total Salary/Effort	Charge to each Speedtype PER PAY PERIOD	REMARKS (Explanations/details. Continue on back if necessary. ³ Explanation/justification required of ALL one-time payments.)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
% of total salary/effort	100.00%	\$\$	

F. APPROVALS (*Signature attests to personal knowledge¹ & accountability re: the legitimacy and business integrity of this transaction.*)

	NAME (Printed)	SIGNATURE	Phone Ext	Date
Authorized Requestor/Initiator of Action ¹ (<i>required</i>)				
Authorized Approver for Budget Unit ¹ (<i>required & different than Initiator above</i>)				
Authorized Approver for 2 nd Budget Unit ¹ (<i>if multiple budget units are charged</i>)				
Dean, VP, Provost, or President (<i>or authorized designee, as required</i>)				
Financial Aid/ Other (<i>as needed</i>)				
Human Resources/Budget	Auth1 / /	Auth2 / /	Auth3 / /	Final / /

A. EMPLOYEE. Name cannot be changed via this form; have employee contact Human Resources for Name changes. If Employee is a New Hire, leave Employee ID/Panther # blank.

B. APPOINTMENT CLASSIFICATION. If there are multiple appointment classifications, explain in Remarks.

C. ACTION CODE. Note the reason for the action in the COMMENTS and REMARKS Sections of the PAF.

Action	Comments/Examples
HIRE (HIR)	<ul style="list-style-type: none"> • "New Faculty Hire. Employee is transferring from Georgia Perimeter College." • Individual's initial employment with Georgia State University • Retiree 's initial reemployment with Georgia State University
REHIRE (REH)	<ul style="list-style-type: none"> • "Reemployment of Student Assistant" • Rehiring of a former employee/faulty member • Reemployment of a PantherTemp
PAY RATE CHANGE (PRC)	<ul style="list-style-type: none"> • "Job Reclassification. Classification & Compensation authorization attached." • Promotions • Equity Adjustments • Demotions • Reclassifications • FTE Changes
DATA CHANGE (DTA)	<ul style="list-style-type: none"> • "Change in classification of employee, change in Earnings Distribution, and Correction of JobCode." • Start /End of Interim/Acting Appointment • Correcting JobCode • Correcting Department
TERMINATION (TER)	<ul style="list-style-type: none"> • "Employee Resigned. Last day on payroll is 6/21/07." • Resignations • Discharged • Death • Misconduct • Transfer to Affiliate Institution
RETIREMENT (RET)	<ul style="list-style-type: none"> • "Employee will retire 8/15/07. Last day in office will be 7/31/07." • Disability Retirement • Early Retirement • Service Retirement
LEAVE OF ABSENCE (LOA)	<ul style="list-style-type: none"> • "Employee is taking an educational sabbatical Fall Semester. This will be unpaid. The last day at work is October 11, 2007. First date of absence is October 12, 2007." • NON-FMLA Qualified Family Leave • Personal • Educational • Administrative • Military
RETURN FROM LEAVE OF ABSENCE (RFL)	<ul style="list-style-type: none"> • "Employee returned from her LOA. Return her to active status 9/23/07." • Return from Leave

D. POSITION INFORMATION (DEFINITIONS)

Home Dept= Department of first or primary affiliation, even if salary is paid from other account(s).
 Job Title = Must correspond to a title approved by Classification/Compensation.
 FTE = % of full-time equivalency. 1.00 = 100% time. Positions with an FTE less than 0.5 are not benefit-eligible.
 Payroll Type = *EXEMPT* = monthly or semi-monthly salaried position, not overtime-eligible (faculty, admin/prof staff)
NON-EXEMPT = hourly, OT-eligible, submits timesheets (support, clerical, trades, paraprofessional, service staff; student assistants). Some non-exempt positions are paid bi-weekly, others are paid semi-monthly.

Additional REMARKS