



PC# \_\_\_\_\_

### PERSONNEL ACTION FORM (PAF)

Requesting administrator should initiate this form to post a position, identify new hires, including yard duty supervisors and/or authorize additional work for current employees. This form is not for use with substitutes. Substitutes should use a Time Sheet form.

#### SECTION 1

New Hire: Certificated  Classified  (Complete Sections 3 & 5)

Replacement For: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Current Employee:  Instructional Rate  Non Instructional Rate  6<sup>th</sup> period  Out of Class  
 Extra Duty/Overtime (Complete Sections 2, 3, 4, 5)

Yard Duty Supervisor:  (Complete Sections 3, 4, 5)

#### SECTION 2

Employee Information (To be completed by H.R. if new hire) Employee Name: \_\_\_\_\_

#### SECTION 3

Effective Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

#### SECTION 4

Complete this section if work is for instructional rate, non instructional rate, 6<sup>th</sup> period, out of class, extra duty or overtime.

**BUDGET CODE:**

FUND	RESOURCE	YEAR	OBJECT	LOC.	GOAL	FUNCTION	LO1	LO2	Percentage

Reason/Justification and Description of Work to be Performed: \_\_\_\_\_

Site/Location \_\_\_\_\_

Hourly: Days to Work: M Tu W Th F (Hrs Per Day: \_\_\_\_\_ Hrs Per Week: \_\_\_\_\_)

Additional Comments about work schedule \_\_\_\_\_

**To be completed by Human Resources**

Set Number of Hours Not to Exceed: \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_/hr or Pay Amount:

#### SECTION 5

**Approval/Routing**

Requesting Administrator:	_____	Date:	_____
Special Funding (if applicable):	_____	Date:	_____
Business Department:	_____	Date:	_____
Human Resources Administrator:	_____	Date:	_____

PLEASE RETAIN A COPY FOR YOUR RECORDS

ORIGINAL FILED IN HUMAN RESOURCES; COPY TO ORIGINATOR AND PAYROLL



## **TWIN RIVERS UNIFIED SCHOOL DISTRICT INSTRUCTIONS FOR USING THE PERSONNEL ACTION FORM**

**Purpose:** The purpose of the Personnel Action Form is to identify information to recruit for a new position, including yard duty and/or authorize additional work for employees. The form is not for use with substitutes and not for use for annual stipends/payments. (Substitutes should use a Time Sheet form)

**Steps:** The steps for completing and submitting the Personnel Action Form are as follows:

1. SECTION 1: Check the appropriate Box to identify whether the form is intended to initiate a new hire (contracted or hourly), including yard duty supervisor or to authorize additional work for a current employee.
2. SECTION 2: Identify employee by name (for current employees only).
3. SECTION 3: Identify effective dates.
4. SECTION 4: Complete this section only for work that is for instructional rate, non instructional rate, 6<sup>th</sup> period, out of class, extra duty or overtime.
5. SECTION 5: Approval/routing:
  - a. Requesting Administrator completes (if you have questions please call Human Resources), signs/dates the form and routes to the next applicable person on the list. If some or all funding for the position falls under the responsibility of another program manager (besides the Requesting Administrator), then the approval routing goes to that Program Manager. For example, district categorical funds under the direction of a district level administrator should be authorized by that district level administrator.
  - b. The Associate Superintendent Business Support Services or designee should sign/date the form next.
  - c. The final approval required is by the Associate Superintendent Human Resources or designee. Once completed, Human Resources will file the original copy and distribute completed copies to the Requesting Administrator and to the Payroll Office.

**To initiate recruitment of a requested new position a Position Control Request Form must accompany this form.**