

# Personnel Action Form (PAF) Instructions

Form Sections	Field Definitions	Requirement	Banner Form
<b>Section 1 - Employee Information</b>			
Employee ID	Employee's Aggie ID Number (8XXXXXXXX)	Required	SOAIDEN
Employee Name	Name should be listed Last, First, MI	Required	SOAIDEN
Position #	Six digit number position number. Regular positions begin with numbers 1 - 7. Temporary positions begin with number 9.	Required	NBIJLST
Suffix	Two digit job identifier. Will default to 00. If hiring an individual with the same position number for multiple jobs, the suffix will be numeric - 01, 02 etc. Differentials and allowances appear as separate jobs and have alpha-suffixes of AD, AL, DH, SP, ML, etc.	Required	NBIJLST
ECLS (Employee Class)	Represents the employee class of the job being updated. The employee class defines job type (exempt or nonexempt), job group (faculty, staff, and student) and job status (regular or temporary).	Required	NBIJLST or NBAJOBS for associated Position/Suffix
Org (Department Org#)	Banner assigned five digit organization number for the department that the job belongs.	Required	NBAJOBS: Job Location
<b>Section 2 -Status Change (required only if processing termination or leave of absence)</b>			
Last Day (of Employment)	Enter the last day of employment in the department/position (employee will receive pay for this day).	Required only if processing a termination - Involuntary terminations must be processed by Employee & Management Services in conjunction with the terminating department.	
Term Code	TERME - use to terminate employment with NMSU.		
	TERMJ - use if employee is terminating a job and will continue other employment with the university; new position requisition number should be referenced if known.		
	RETIR - use when an employee is retiring from NMSU with at least 10 years of consecutive service.		
	DEATH - use when an employee has become deceased.		
Term Reason	VT - use if the employee voluntarily resigns; copy of employee resignation letter should be attached.	Required only if processing a leave action	
	DE - use when employee is deceased; last day of employment should be the date of death for benefit purposes.		
	RE - use when employee has completed retirement paperwork with Benefit Services; copy of employee resignation letter should be attached.		
Leave Status	LWP - use to indicate leave should be paid (accrued leave must be available for use)	Required only if processing a leave action	
	LWOP - use to indicate leave will be used without pay (when accrued leave is not available)		
	Active- use to indicate when the employee will return from leave status.		
Leave Type	EDULV - use when educational leave is approved; LWP and LWOP for faculty must be approved by the Executive Vice President and Provost; LWOP for exempt staff can be approved by the department Vice President through the department Supervisor.	Required only if processing a leave action	
	FCL - use when family medical leave has been approved by Human Resources for 9 month faculty.		
	FMLA - use when family medical leave has been approved by Human Resources; copy of approval should be attached.		
	NFMLA - use when family medical leave has not been approved and the employee is out for their own personal illness; requires physician release to return to work.		
	MLTLV - use when an employee has been called to active military duty; copy of military orders must be attached and the employee must see Benefit Services prior to effective date to finalize benefit continuation during leave.		
	PERLV - use when an employee is requesting a leave of absence that does not qualify for another leave category; LWOP in excess of 90 days requires prior approval from Human Resources.		
	PROLV - use as LWOP only; per policy- faculty leave must be approved by the appropriate academic Dean; exempt staff leave can be approved by department Vice President through department Supervisor.		
	RLEAV - use to indicate when employee is returning to active status.		
	SABLV - used when a faculty member is approved for sabbatical leave by the appropriate academic Dean.		
Effective Date	Leave Start Date - Enter the date that the leave status will be in effect.	Required only if processing a leave action	
	Active Status Start Date - Enter the date the employee first reports back to work.		
Expected Return Date	To be used for sabbatical leave and leave without pay - enter the anticipated return from leave date. This date will be used to process the return to active status date for sabbatical leave only. For LWOP, it is informational for benefit payment purposes.	Required only if processing a leave action	

## Personnel Action Form (PAF) Instructions

<b>Section 3 - Job Change Information (required for changes other than termination or leave actions)</b>		
Effective Date: Enter the first day that the job change will be in effect. (Required for all.)		
Change Code: Options are listed below along with the possible associated fields that must be completed.		
ADIFF	Field: <u>Differential Amount</u> - Use to add a differential. For exempt employees, provide the annualized salary; for nonexempt employees, provide the hourly rate. Memo requesting differential amount, reason for it, start/stop date of it and funding source must be attached; request is reviewed by Compensation Services - approval is not guaranteed.	A code is required for all transactions; multiple transactions are allowed on one PAF as long as the effective date is the same for all transactions. The Code to be used should be the primary action being requested. For example: A FTE change for an exempt employee will also result in a base salary change. The change code should be FTE but both the FTE field and the Salary field should have changes.
BASE	Field: <u>Salary/Hourly Rate</u> - Use to adjust employee's base hourly rate (nonexempt) or annual salary (exempt). For temporary positions only. Do not include differential amounts here.	
CDIFF	Field: <u>Differential Amount</u> - Use to change the amount or end date of an existing differential. For exempt employees, provide the incremental annualized salary; for nonexempt employees, provide the incremental hourly rate. Request is reviewed by Compensation Services - approval is not guaranteed.	
DATE	Field Options: <u>Job Start Date</u> and/or <u>Job End Date</u> - Use to adjust job start date or job end date; job start dates can only be changed if the employee has not been paid on that job; extension of job end dates will be reviewed - approval is not guaranteed.	
DEGRE	Field: <u>N/A</u> - Use to increase pay due to attainment of a degree allowed per policy; copy of the employee's transcripts showing the degree award date and a copy of the employee's most recent evaluation must be attached.	
DEPT	Field: <u>Department Org#</u> - Use to change the department org# when change occurs within the same Summary Organization unit; copy of written notification to the employee must be attached.	
EDIFF	Field: <u>N/A</u> - Use to end an existing differential earlier than originally requested.	
EQUIT	Field: <u>Salary/Hourly Rate</u> - Please contact your HR Business Partner for assistance in requesting equity adjustments.	
FTE	Field: <u>FTE and Salary/Hourly Rate</u> - Use to change an employee's established full time equivalency (FTE). If employee is exempt, a change in FTE will also result in a salary change. Documentation indicating employee was notified in writing and agreed to change must be attached. Employees in regular positions cannot be reduced below .5FTE.	
ORGCH	Field: <u>Department Org#</u> - Use to change Summary Organization unit; copy of approvals from appropriate Deans/Vice Presidents must be attached. Changes in department org# outside the summary org# must have a position transfer request form attached.	
PROB	Field: <u>Salary/Hourly Rate</u> - Use to increase nonexempt, regular employee pay 5% due to completion of the probationary period. Performance evaluation must be attached.	
REPORT	Field: <u>Reports to Position#</u> - Use to change the position number a filled position reports to.	
SERV	Field: <u>Salary/Hourly Rate</u> - To be used by the Police Department ONLY. All other Service Increases are automatically initiated by Human Resources.	
SHIFT	Field: <u>Default Shift</u> - Use to change the primary shift of an employee.	
TIME	Field: <u>Time Sheet Org</u> - Use to change the time sheet organization number for an employee.	
TITLE	Field: <u>Title</u> - Used to change a working title of a position. All title changes will be reviewed by Compensation Services- approval is not guaranteed.	
<b>Section: 4 Reason for Change/Comments</b>	All transactions require a documented reason for the change. The comment should reflect the reason for change or reference the supporting documentation for the proposed change.	
<b>Section: 5 Requestor Information</b>	Provide requestor contact information in case additional information is needed.	
<b>Section: 6 Approval</b>	Original approval signatures are required in accordance with employee type as indicated on the form for Faculty or Staff and Students.	



# New Mexico State University

## Human Resource Services

### Personnel Action Form (PAF)

Completed form should be submitted to MSC 3HRS or Hadley Hall, Room 17

**Section: 1** **EMPLOYEE INFORMATION**

Employee ID: \_\_\_\_\_ Employee Name (Last, First, MI): \_\_\_\_\_

Position#: \_\_\_\_\_ Suffix: \_\_\_\_\_ ECLS: \_\_\_\_\_ Org: \_\_\_\_\_

**Section: 2** **STATUS CHANGE (Do not complete Section 3)**

*Term of Employment*

Last Day: \_\_\_\_\_ Term Code: \_\_\_\_\_ Term Reason: \_\_\_\_\_

*Leave of Absence*

Leave Status: \_\_\_\_\_ Leave Type: \_\_\_\_\_

Effective Date (Actual Start or Return Date): \_\_\_\_\_ Expected Return Date: \_\_\_\_\_

**Section: 3** **JOB CHANGE INFORMATION (Only complete fields to be changed)**

**Effective Date:** \_\_\_\_\_ **Change Code:** \_\_\_\_\_

Job Start Date: \_\_\_\_\_

Differential Amount: \_\_\_\_\_

Job Stop Date: \_\_\_\_\_

Salary/Hourly Rate: \_\_\_\_\_

Title: \_\_\_\_\_

Department Org#: \_\_\_\_\_

FTE: \_\_\_\_\_

Reports to Position#: \_\_\_\_\_

Default Shift:  Day  Swing  Graveyard

Time Sheet Org: \_\_\_\_\_

**Section: 4** **REASON FOR CHANGE/COMMENTS**

**Section: 5** **REQUESTOR INFORMATION**

Requestor Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Section: 6 (Must be completed)** **APPROVAL**

*Required for Faculty: Dept Head/Dir, VP/Dean/CC President and HR Services • Required for Staff/Students: VP/Dean/CC President and HR Services*

**Dept Head/Dir** (optional):  Authority  Designee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**VP/Dean/CC President:**  Authority  Designee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**HR Services** \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**Internal Use Only**

\_\_\_\_\_ Data \_\_\_\_\_ Payroll \_\_\_\_\_ Pay Event \_\_\_\_\_ Adjustment \_\_\_\_\_ Budget \_\_\_\_\_