



## USE THIS INFORMATION TO AID IN COMPLETING THE PERSONNEL ACTION FORM

Human Resources University Zip +1614

All forms are available on the HR website: <http://www.udayton.edu/~hr>

1. **Faculty** - Send action to the office of Human Resources.
2. **Staff** - Send action to the office of Human Resources.
3. **Graduate Assistant** - Send action to Human Resources. This selection refers to graduate students who are under a GRADUATE ASSISTANTSHIP contract.
4. **Undergraduate Student/Graduate Student** - **Personnel actions for RESEARCH undergraduate and graduate students should be sent to Human Resources.** However, personnel actions for UNIVERSITY undergraduate and graduate students should be sent to Student Employment (Zip +1306).
5. **Effective Date** - The effective date refers to the actual date the action will take effect, NOT the date on which the PAF is prepared. The PAF must be submitted in time to meet the published payroll deadline.
6. **New Hire** - Choose this action if the individual has never worked at the University of Dayton before. Background checks are required on all new hires prior to start date. New employee paperwork legally required by HR within 72 hours of start date. I-9, Tax Forms, Data Sheet, etc.
7. **Rehire** - Choose this action if the individual you are hiring worked at the University of Dayton prior to this appointment in any capacity. Depending on how long since they worked at UD, they may need to complete first day paperwork: I-9, Tax Forms, Data Sheet and undergo a background check.
8. **Add'l Services** - Choose this action if the employee performs services beyond the scope of their primary position, i.e., works in one department, but also works a second job in another department or work is performed outside their normal contract period or work year. If the employee is nonexempt and performing additional services beyond the scope of their regular position, consideration must be given to overtime eligibility. The overtime rate will be calculated based on a weighted average of the pay rate for their regular position and the additional services position. To determine the appropriate calculation, please contact Human Resources.
9. **One Check Only** - This may be chosen in conjunction with Add'l Services, New Hire, Rehire. Payment is being made in each case as a lump sum. First day paperwork may be required. I-9, Tax Forms, Data Sheet, background check, etc. Complete sections 3 & 4.
10. **Change in Pay Rate** - If this action is chosen, you must complete the information in section 2 "From" and the corresponding data in section 3 "To." Please include account number and sub account for verification purposes.
11. **Change in Account** - We require that you confirm the appropriate level of compensation along with the account number and sub account. Complete sections 2 & 3.
12. **Correction** - Complete information in sections 2 & 3 if it is a position or pay change.
13. **Change in PER Status** - You could be selecting this in conjunction with a promotion and/or transfer or a change in scheduled work hours, i.e. part-time to full-time. Complete sections 2 & 3.
14. **Promotion** - An employee moves to a new position at a higher pay grade or the employee's position is upgraded and reclassified at a higher pay grade. Complete sections 2 & 3.
15. **Transfer** - The Hiring Department should initiate the PAF to complete the Transfer transaction and have the Exiting Department sign in addition to the Hiring Department. Complete sections 2 & 3.
16. **Leave of Absence** - Have you completed the appropriate additional Leave of Absence paperwork? Forms are available in Human Resources and on the HR website.
17. **Voluntary Separation** - Be sure to complete the information requested in section 5!
18. **Involuntary Separation** - Be sure to complete the information requested in section 5!
19. **Computer Use Only** - This personnel action is used by Student Employment only.
20. **Retirement** - Only mark if the employee meets the qualifications to be a UD retiree. Refer to handbook or call the office of Human Resources if in doubt.
21. **Full-Time Benefit Eligible** - Staff EEs are eligible for FT benefits if they work at least 1500+ hours per year on a regularly scheduled basis or 9 months, 35 hours/week. For Faculty refer to individual contracts and Faculty Handbook. For Bargaining Unit EEs refer to union contracts.
22. **Part-Time Benefit Eligible** - This refers to staff employees who work at least 1000 but less than 1500 hours per year on a regularly scheduled basis and do not meet the criteria for full-time benefits.
23. **Part-Time No Benefits** - Refers to staff employees who have a regular work schedule less than 1000 hours per year.
24. **Casual/On Call/No Benefits** - Refers to staff employees who do not have a regular schedule and may work on an as needed basis. Part-time faculty fall into this category as do on-call workers in Food Service and at the Arena.
25. **Temporary** - Is there a specific period of time established for the duration of this position? The rule of thumb is a temporary appointment is no more than 90 days.
26. **Hours Per Year** - The formula for calculation is the number of months scheduled divided by 12. This result is multiplied by 52 times the number of hours scheduled to work per week. For Example:  $=10/12*(52*35) = 1516.667$
27. **Job Title** - Please provide official title in this area. If there is a different "working title," please indicate what that is in the comments section.
28. **Rank Level** - A-G: Exempt Administrative and Professional Employee; I-X: Nonexempt Technical; 1-10: Nonexempt Clerical; A1-A6: Research Administrative Staff; P1-P5 Research Professional Staff; C1-C10: Research Nonexempt Clerical; T1-T4: Research Nonexempt Technical.
29. **Hourly Rate** - If the employee is to be paid an hourly rate based on the number of hours worked, they MUST turn in a timecard. They WILL NOT be paid without a timecard. Direct any questions to Payroll at 229-2949.
30. **Account Number/Sub Account** - If the employee's wages are split between multiple accounts, please indicate all accounts in the comments section and the appropriate percentage charged to each account.
31. **Last Day Worked** - Please indicate the "actual" last day worked.
32. **Unused Vacation Days** - Salaried nonexempt information should be reported in "hours." All others may submit information as "days." Please be sure to note hours vs days.
33. **Street Address For Forwarding (If Different From Current)** - This information is critical to insure that W-2s are mailed to the correct address.
34. **Expected Return Date** - Please fill in the estimated return date provided by the physician, if available.
35. **Actual Return Date** - To be completed with the return to work PAF.