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 and staff, other than student workers. The form must be submitted to the supervising Vice Chancellor and received by the UAM Personnel Office before the individual’s first day of employment and at least 10 working days prior to the pay date. No action will be taken by the UAM Personnel Office until (1) the form has been completed, including all signatures, and (2) sufficient funds are available in the account(s).

Upon receipt of a Personnel Action Form, the UAM Personnel Office prepares a New Employee Packet and forwards it to the employee’s department/unit. After receiving the packet, the employee should review the information and complete as many forms as possible. The new employee should then contact the UAM Personnel Office to schedule a time to discuss benefits provided by the University and any questions the employee might have concerning the completion of forms in the packet. This should be done immediately to insure that the employee’s benefits are effective at the earliest possible date.

*The first step in filling a position is completion of the Request to Initiate the Hiring Process form.

After all affirmative action requirements have been met and the successful candidate has been selected, a Personnel Action Form (PAF) is completed.