

Personnel Action Form (PAF)



Instructions: Complete and submit the PAF with documentation for [approvals via DocuSign](#). AskHR@wm.edu should receive a copy at the end after all approvals are obtained.

Refer to the [Personnel Actions Reference List](#) if you're not sure where to start or are looking for another type of personnel action. Use the [Payroll Processing Calendar](#) when entering effective dates (found on UHR's Department Resources website).

Section 1: Employee Information

Name (Last, First): _____ Prepared Date: _____

Banner ID (93#): _____ Position Type: _____

Department Org/Name: _____ Position Number: _____

Position Title: _____ Employer: W&M VIMS

Section 2: Job Funding Information (REQUIRED, except for Award)

Index	Account	Activity	Percent	Amount

Section 3: Choose an Action Below

- Additional Pay** (e.g., bonus - charged to account 611310, moving payment - charged to 612810, or car stipend)
- Temporary Pay** (e.g., temp pay for additional job duties, usually at a higher-level)
- Extension or Reappointment for Limited Term Job** (e.g., term-limited faculty or temp hourly job)
- Change Salary** (e.g., due to change in appointment %, contract terms, faculty rank, competitive or retention offer)
- Start or Stop Leave** (e.g., FMLA, parental, faculty educational, personal, military, or administrative)
- Pay an Award** (e.g., a named award, such as Duke or Aceto Award - charged to account 614130)
- Other** (e.g., terminate an overload hourly job (no clearance form) or another action not categorized above)

Section 4: Brief Description of Action (required). Attach documentation as necessary if space does not allow.

Approvals (in DocuSign, AskHR@wm.edu should receive a copy after all approvers have signed)

Supervisor/PI: _____ Budget: _____

Department Head: _____ Spons Programs: _____

Dean/VP: _____ Investment Admin: _____

Provost/EVP Finance & Admin/VP Research: _____

Preparer of Form

Name: _____ Phone: _____ Email: _____