



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.02	Personnel Action Forms	07/01/07	

1.0 Purpose

To prescribe and define the necessary procedures, entry codes and effective dates for completing a Personnel Action Form for all employees.

2.0 Policy

Personnel Action Forms must be submitted to the Human Resources Department in order to place any employee (faculty, classified, and all other employees) on the payroll, and to effect any subsequent change of the employee's employment status. Personnel Action Forms must be submitted to and received by Human Resources prior to the effective date of the action taking place. Funding sources must always be identified, confirmed, and approved through all appropriate channels prior to submission of a Personnel Action Form to Human Resources.

Types of Action

New Hires: It is generally preferable for a new employee's first day to be at the beginning of the next applicable pay period (monthly or biweekly). However, an employee's first day can occur at any time as agreed upon between Human Resources, the hiring department and the new hire during the offer and acceptance state of the hire process.

Changes: Beginning of the next applicable pay period (monthly or biweekly), unless circumstances warrant an exception (i.e.: a biweekly employee is moving to a monthly position). Typically actions include promotions, transfers demotions, and leaves.

NOTE: Pay periods for exempt employees (monthly payroll) begin on the first of every month. The nonexempt (biweekly payroll) pay period begins every other designated Sunday (see distributed payroll schedule for exact dates).

Terminations: Any date desired.