PAF Breakdown
Personnel Action Form (PAF) & Electronic Personnel Action Form (EPAF)

- **Definition**: PAFs and EPAFs are required forms that the university uses to track job changes.

- **PAF: Personnel Action Form**
  - PAFs are originated on paper
  - Certain job changes require a PAF

- **EPAF: Electronic Personnel Action Form**
  - EPAFs are originated in the Banner system
  - Certain job changes require an EPAF
Faculty vs. Staff

- **Staff – Support operations at the university**
  - Classified: Hourly employees paid bi-weekly
  - Unclassified: Salaried employees paid monthly
  - Bargaining: Belongs to a Union
  - Non-Bargaining: Does not belong to a Union
  - Full-time: Works 30+ hours a week and is eligible for benefits
  - Part-time: Works less than 30 hours per week and is not eligible for benefits
  - Classified non-exempt staff appointed who work at least 1,045 hours in a twelve-month period (at least 51 percent FTE) earn vacation on a prorated basis of the above schedule.
  - Ohio Public Employees Retirement System: OPERS
  - Alternative Retirement Program: ARP

- **Faculty – Perform research or teach at the university**
  - Academic: Research or Teach
  - Fiscal: Changed from Academic if they take on additional responsibilities: Become Director, Chair, Interim Position, etc.
    - When changed from Academic to Fiscal, the employee will start accruing Vacation time.
  - Adjunct: Temporary, part-time Instructor
  - Full-time: Works 30+ hours a week and is eligible for benefits
  - Part-time: Works less than 30 hours per week and is not eligible for benefits.
  - 12 / 12: Paid every month for 12 months.
  - 9 / 12: Paid a 12 month salary over 9 months.
  - Bargaining: Belongs to a Union
  - Non-Bargaining: Does not belong to a Union
  - Do not receive vacation time off unless changed to fiscal
  - State Teacher’s Retirement System: STRS
Paper PAF Breakdown

• A paper PAF is used for the following job changes
  • Academic to Fiscal job change
  • Hourly to Salaried job change
  • Labor Distribution (School of Medicine)
  • STEM School
PAF Section 1

**Name**: Employee Name  
**UID**: Employee UID #  
**NBAPOSN**: Assigned Position Number for this job.  
**Job Start Date**: Date employee is starting the job.  
**Job Stop Date**: Date employee is ending the job.  
**Organization Name**: Level 5 Org or the department name.  
**Affirmative Action Number**: Affirmative number assigned to the job posting.  
**Campus Address/Campus Phone Number**: Employee campus address and phone number  
**City Work Location**: Work location other than if it will be on the main campus.  
**Job Title**: Employee’s job title  
**Position Class Number**: Position assigned a position class based on the job type.  
**Salary Band**: Where the job falls within the assigned salary band.  
**Position FTE**: Employee’s Full Time Equivalent %  
**Essential Employee**: Is employee Essential?  
**Emergency Responder**: Is employee an Emergency Responder?  
**Annual Base Salary**: Employee’s annual base salary  
**Base Monthly/Hourly Rate**: Employee’s Monthly or Hourly Rate  
**Monthly Stipend Rate**: Employee’s Stipend Rate
Employment Type

**Faculty**: Is employee a faculty member?

- **Fiscal (12 month)**: Are they a fiscal faculty paid for 12 months?
- **Academic**: Are they academic faculty paid for 9 months?
- **Tenure Track**: Is faculty member a tenure track employee?
- **Non-Tenure Track**: Is faculty member non-tenure track?

**AAUP**: Is employee in the Union?

**Unclassified**: Is the employee unclassified?

**Unclassified Hourly**: Is the employee unclassified Hourly?

**Classified**: Is the employee classified?

- **Certified**: Certain classified position must have certifications.
- **Provisional**: We do not use this field.

**Classified PTOC**: Is the employee part-time on call?

**Retiree**: Is the employee a Retiree?

**Bargaining Unit**: Is the employee in the Union?
Contract Type

**Continuing Employment**: Not subject to annual renewal.

**Special Contact**: Is employee under a Special Contract?

**Interim Appointment**: Is employee under Interim Appointment?

**Visiting Scholar/Faculty**: Is employee Visiting Scholar or Faculty?

**Visiting NTT**: We do not use this field.

**Auxiliary**: We do not use this field.

**One-Time Payment**: Is this employee getting a bonus or award?
  - **Gross**: Taxes will be taken out of payment.
  - **Net**: No taxes will be taken out. Payroll adds $ to amount so contract is paid full amount.
Employment Status

**Superseding Appointment**: Replaces the previous PAF already in place.

**New Hire/Re-Hire**: Is the employee a new hire or rehire?

**Leave**: Is the employee on leave?
- **With Pay**: Is employee being paid on leave?
- **Without Pay**: Is employee not being paid on leave?
- **Returning From Leave**: Is employee returning from leave?

**Termination/Separation**: Is this employee being terminated or separated?

**Retirement**: Is this employee retiring?

**Promotion**: Is this employee receiving a promotion?

**Demotion**: Is this voluntary or involuntary?

**Job Reclassification**: Is this employee receiving a title or pay grade change?

**Transfer**: Is the employee being transferred?

**Job Audit**: Did this employee receive a job audit?

**Job Audit with Grade Change**: Did this employee receive a job audit with a grade change?

**Special Salary Adjustment – Market**: Did this employee receive a special salary market adjustment?

**Special Salary Adjustment Other**: Did this employee receive a special salary adjustment?

**Other Data Change**: Did this employee receive a change in their job?
Salary Distributions

**Distribution**: Where the salary is being paid from.

**Index**: Same budget Org or same as the grant or foundation fund number.

**Fund**: General accounting (General, Central, Grant, Foundation)

**Org**: Organization where the salary is being paid from.

**Acct**: Establishes type of employee (faculty/staff)

**Program**: Index populates this field.

**Activity**: Assigned by department to identify funding, a person, etc.

**Funding Source**: We do not use this field.

**Academic Salary (2 Sem)**: Total salary for 2 semesters.

**Academic Stipend (2 Sem)**: Total stipend salary for 2 semesters.

**Fiscal Year Salary**: Normal 12 month salary.

**Fiscal Year Stipend**: Normal 12 month salary.

**Special Contract Salary**: We do not use this field.

**Percent of Salary**: % of salary can be split in multiple distributions.
### Salary Distribution Completed PAF Example

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<tr>
<th>Salary Distribution</th>
<th>Distribution 1</th>
<th>Distribution 2</th>
<th>Distribution 3</th>
<th>Distribution 4</th>
<th>Distribution 5</th>
<th>Distribution 6</th>
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<tr>
<td>Academic stipend (sem)</td>
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<tr>
<td>Fiscal year salary</td>
<td>$ 63,912.52</td>
<td>$ 63,896.84</td>
<td>$ 61,680.21</td>
<td>$ 6,146.64</td>
<td>$ 7,165.85</td>
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<td>Special contract salary</td>
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<td>Percent of Salary</td>
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Funding / Comments

_Funding JV or Position Number_: This field is used to communicate information to other areas. (Budget, Foundation, RSP, etc.)

_Position Incumbent Name_: Name of person previously in this position.

_Reallocation_: This box is checked if it is a labor change.

_Comments/Additional Information_: Any information regarding funding or important Information about the PAF.
Timesheet/Leave Report Approver: Leave/Time Approver of this employee.

Action Code: This tells us what action we took on the PAF. (Labor change, etc.

ECLS: Employee class (14, 21, 34, etc.)

Earn Code: Do not use

Cert. Date: Do not use

Chair/Dir. Approval Date: Chair approval.

Dean VP Approval Date: Dean approval.

Business Mgr. Approval Date: Business Manager approval

Budget/RSP Approval Date: Budget Approval

HR Approval Date: HR Associate approval

Payroll Approval Date: Payroll approval