



MONTANA TECH PERSONNEL ACTION FORM (PAF)

February 2020

- Checkboxes for New Hire/Replacement, Visiting, Change of Status, Compensation, Termination, Temporary

PERSONAL INFORMATION section including Employee Name (Last, First, Middle, ID #), Department, Campus Address, Campus Phone, and checkboxes for New Hire, Replacement, etc.

CLASSIFICATION and CONTRACT TYPE section including Proposed Title/Rank, EFFECTIVE/START DATE, Faculty - Tenure Track, Professional, Temp-Custodian, etc.

ASSIGNMENT STATUS section including Check one: CLASSIFIED or TEMP, Check one: PROFESSIONAL or FACULTY, and FTE % fields.

NATURE OF ACTION section including Check All that Apply (Appointment, Reappointment, Change of Status, etc.) and Separation/Termination options.

REPORTING/SUPERVISOR INFORMATION section including Reports to, Position#, and Title.

SALARY INFORMATION section including Compensation (Amount \$, Index, Percentage) and Frequency (10 Months, 12 Months, Semester, One Payment).

JUSTIFICATION OR COMMENTS section for providing reasons for the action.

HR/PAYROLL OFFICE USE ONLY section including Initial & Date, Position #, EClass, and signatures of Dept. Head, VC of Administration & Finance, and Dean.