



MONTANA TECH PERSONNEL ACTION FORM (PAF)

January 2019

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

PERSONAL INFORMATION section containing fields for Employee Name (Last, First, Middle, ID #), Department, Campus Address, Campus Phone, and a 'New Hire' section with checkboxes for New Position, Part-Time, Post Retiree, Replacement\*, Temporary, and Adjunct.

CLASSIFICATION and CONTRACT TYPE section containing fields for Proposed Title/Rank, EFFECTIVE/START DATE, Faculty - Tenure Track, Professional, Temp-Custodian, Letter of Appointment, Faculty - Non-Tenure Track, Classified, Temp-Dining Service, MUS Contract, Visiting Professor/Inst (LOA), North Campus, Temporary/Fixed Term, BOR Contract, Workman's Comp Classification, Highlands, and Is Position Union Eligible?.

ASSIGNMENT STATUS section containing checkboxes for Regular - Full-Time, Part-Time Regular, Part-Time-Occasional, and PROFESSIONAL or FACULTY options like Academic Year, Fiscal Year, and Academic Semester.

NATURE OF ACTION section containing checkboxes for Appointment, Reappointment, Change of Status, Promotion/Rank Change, Transfer, Tenure, Compensation, Foundation Supplements, Extra Compensation, Summer Comp, Overload, Stipened, Merit, and Separation/Termination options like Retirement - Normal, Retirement - Early, Involuntary Termination, Resignation, etc.

HR/PAYROLL OFFICE USE ONLY LEAVE section containing checkboxes for Leave with Pay, Leave without Pay with Benefits, FMLA, Sabbatical Leave, Administrative Leave, Sick Leave, Vacation, Leave without Pay No Benefits, FMLA - Intermittent, Fall Semester, Spring Semester, Military Leave, and Parental/Maternity.

REPORTING/SUPERVISOR INFORMATION section containing fields for Reports to, Position#, and Title.

SALARY INFORMATION section containing fields for Compensation (Amount \$, Index, Percentage) and HR/PAYROLL OFFICE USE ONLY Frequency options like 10 Months, 12 Months, Semester, One Payment, etc.

JUSTIFICATION OR COMMENTS section for providing details on the personnel action.

HR/PAYROLL OFFICE USE ONLY section containing signature and date lines for Dept. Head/or Director, VC of Administration & Finance, Dean, and Director of Human Resources.