



PERSONNEL ACTION FORM

(Faculty/Staff/Graduate Student/Undergraduate Student)

Instructions: Must be typewritten. Any changes to original must be initialed. Copies may not be changed. Complete the Name, Effective Date, Social Security Number, employee's current department, and Vacancy Announcement Number on all PAF's. Fill in the information that is new or changed.

Form with sections: PERSONAL, ACTION, SALARY, CODES, HR USE ONLY, APPROVALS. Includes fields for Name, Address, TSU ID, Social Security Number, Home Telephone Number, Employment Dates, New Employee/Termination/Salary Change options, Current/Transfer information, Funding Information, and Verification/Approval signatures.

NOTE: All changes must be initialed, dated and approved by the appropriate Departmental Officer(s).