Personal Action Form Policy

Policy Number	300.42.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	7/10/2024	**Review Date**	Nov. 2020
References: Hiring Policy, Employment Classification Policy, Salary Schedule Policy			

1. **Purpose**

   To authorize the payroll department to make changes with employees, White Earth Tribal and Community College (WETCC) uses the personnel action form (PAF).

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. There is a process for filing the PAF.

   3.2. Under no circumstances will funding code, position, employment classification, or pay rate changes be made without a fully executed PAF.

4. **Definitions**

   4.1. Fund Code. The number assigned by the finance department to specify a budget.

   4.2. Separation. Termination of employment by either WETCC or employee.

   4.3. Rate of Pay. The amount that an employee earns as compensation.

   4.4. New Employee. Employee who is new to WETCC.

5. **Procedures**

   5.1. Any change impacting an employee must be authorized on the PAF before any changes can be made by payroll.

   5.2. Human resources (HR) will process the PAF for new employees.

   5.3. Human resources (HR) processes the PAF for adjuncts after the academic contract is received.

5.4. The grant manager changes and manages the funding codes of employees who are funded by grant programs.

5.5. The grant manager's signature is for the project director, if the action has an impact on grant funds (i.e., funding code changes, pay rate changes, hires or separations).

5.6. The director of finance makes changes to employees who are funded by the general fund.

5.7. HR will initiate the PAF and increase the worksheet with the employee information and new rate of pay.

5.8. The supervising director ensures all paperwork is completed and will list the proper funding code(s).

5.9. HR will acquire all the necessary signatures once the supervising director signs the form and will upload the PAF into the secure portal for the payroll company.

5.10. Upon notice of termination, the supervisor must notify HRwho will then process the PAF.

5.11. The supervisor notifies HR of the employment action resulting in reclassification, suspension or a leave of absence. HR will process this PAF.

5.12. The HR signature confirms the action is in accordance with approved policies.

5.13. HR uploads the PAF into the payroll secure portal.

5.14. HR routes PAFs for the appropriate signatures and informs the supervising director and payroll as soon as the PAF has been processed.

5.15. The supervisor reviews the information contained on the PAF and certifies accuracy by signing the PAF form.

5.16. The grants manager and finance director review payroll funding codes to identify any discrepancies and report the discrepancies to the supervising director and President.

5.17. The president is responsible to approve the action with their signature.

5.18. Human resources and finance director review actions and notify the president of anything that does not appear to be in accordance with policies, procedures, or practices.

Revision History

Rev. Date	Rev. No.	Revision
7/10/2024	2.	Housekeeping; New Format; Custodian Change
11/17/2020	1.	Original