

# Personal Action Form Policy

<b>Policy Number</b>	300.42	<b>Custodian</b>	Human Resources
<b>Approved Date</b>	7/10/2024		
<b>Effective Date</b>	7/10/2024	<b>Review Date</b>	Nov. 2020
<b>References:</b> 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 HR who 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

