

What is a Personnel Action Form (PAF)?

Some changes cannot be made to an employee's record through existing, specific PAC modules. These are submitted using a Personnel Action Form (PAF) and sent through workflow to the Human Resources Processing Center (HRPC) using the *Paper Transactions* module in PAC. This guide provides you with the steps on how to generate and complete a PAF.

Step 1 - Generate an Active PAF

- Log into PAC and navigate to Manager Self Service > HR Transactions > **View Employee Personal Info**. Select the employee from the list and select the **Generate PAF for Employee** link.

Step 2 - Enter the Effective Date(s) and Action / Reason Code(s)

- Enter the Action / Reason code(s) and effective date(s) at the top of the form. This indicates the reason and effective date noted on the PAF to the HRPC. Action / Reason codes vary dependent upon the type of transaction. Reference the [Action / Reason Codes chart](#) for a full listing of codes.
- For additional information on the types of Effective Dates and their proper use, reference the [Effective Dates in PAC Job Aid](#).

Step 3 - Indicate the Change(s) on the Form

- In the appropriate sections of the PAF, draw/type a single line through information that needs to be changed and print/type the new information in the updated fields.

Step 4 - Attach Supporting Documentation

- Attach the required supporting paperwork for the transaction. The documentation required differs depending upon the transaction. Visit the [Workplace Management section of the HR Manager Toolkit](#) for a description of transactions as well as required supporting information. You can also contact your HR representative or HR Business Partner for additional guidance.


Step 5 - Add a Comment - Enter any comments in the space provided.

Step 6 - Sign the Form

- Verify that the form is complete, sign it, and submit it through the **Paper Transactions module in PAC** for approval, along with the required supporting documentation for the transaction. Signing the form indicates approval for the transaction. Selected individuals in your department have the authority to sign PAFs. Ensure that the form is signed by those with the authority to do so.

Step 7 - View the Employee's Record

- Once processed by the HRPC, you can view the updates in the PAC system. Navigate to the View Employee Personal Info or Individual Job Summary pages of Manager Self-Service (MSS). You can also run a Personnel Action Record in MSS to view when the transactions processed.

 COLUMBIA UNIVERSITY PERSONNEL ACTION FORM	EFF. DATE 1. _____ 2. _____ 3. _____	ACTION _____ _____ _____	REASON _____ _____ _____	DATE SUBMITTED _____	SOCIAL SECURITY NO. _____		
	EMPLOYEE ID NAME Prefix _____ Suffix _____ Last, First Middle _____		PHONE and CONTACTS OFFICE PHONE _____ HOME PHONE _____ MOBILE PHONE _____ PRIMARY E-MAIL _____		OVERALL STATUS CU EMP. STATUS _____ PAY FREQ. _____ STATUS EFF. DATE _____ FLSA _____ ORIGINAL HIRE DATE _____ CU OVERALL FT/PT STATUS _____ SERVICE DATE _____ TOTAL BASE SALARY \$ _____		
	OFFICE ADDRESS ADDR LINE 1 (RM& BLDG): _____ ADDRESS LINE 2: _____ ADDR LINE 3 (MAIL CODE): _____ CITY: _____ STATE: _____ COUNTRY: _____ ZIP: _____		HOME ADDRESS (Perm) ADDRESS LINE 1: _____ ADDRESS LINE 2: _____ ADDRESS LINE 3: _____ CITY: _____ STATE: _____ COUNTRY: _____ ZIP: _____		MAILING ADDRESS (Curr) ADDRESS LINE 1: _____ ADDRESS LINE 2: _____ ADDRESS LINE 3: _____ CITY: _____ STATE: _____ COUNTRY: _____ ZIP: _____		
PERSONAL GENDER _____ BIRTHDATE _____ ETHNICITY / RACE (2 questions) AMERICAN INDIAN/ALASKAN NATIVE <input type="checkbox"/> HISPANIC/LATINO YES <input checked="" type="radio"/> NO <input type="radio"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> ASIAN <input type="checkbox"/> WHITE <input type="checkbox"/> NOT DISCLOSED <input type="checkbox"/> NATIVE HAWAIIAN/PACIFIC ISLANDER <input type="checkbox"/> MARITAL STATUS DATE _____ MARITAL STATUS _____			VISA U.S. CITIZEN YES <input type="radio"/> NO <input type="radio"/> VISA TYPE _____ EXPIRATION DATE _____ PERM RES REG NO. _____		EDUCATION HIGHEST DEGREE _____ SCHOOL CODE _____ DATE RECEIVED _____ SCHOOL NAME _____		TENURE INFORMATION TENURE STATUS _____ TENURE EFFECTIVE DATE _____
COMPLETE UNIVERSITY TITLE _____							
POSITION / SALARY INFORMATION EMPL REC _____ NO OF ACTIVE POSITIONS _____ POSITION NUMBER _____ POSITION ENTRY DATE _____ GRADE _____ POSITION TITLE _____ APPT TYPE _____ SALARY PLAN _____ POSITION DEPT NO. _____ TITLE EFFDT _____ POS DEPT NAME _____ COMP RATE _____ APPT/COMP RATE EFFECTIVE DATE _____ APPT/COMP RATE END DATE _____ SALARY TYPE _____ ANNUAL RATE _____ PAY FREQ RATE _____ FULL BASE SALARY _____ FLSA _____ FT / PT _____ HOURS/WEEK _____ HOURLY RATE _____ SHIFT _____ HOURLY SHIFT AMOUNT _____ ANNL SHIFT AMOUNT _____ BARG. UNIT _____ PROBATION END DATE _____ JOB CODE _____ BU SEN DATE _____							
TERMINATION / RETIREMENT/LAYOFF ACTION _____ ACTION REASON _____ EFFECTIVE DATE _____ TERM VAC PAY DAYS _____ VACATION PAY AMT _____ SEVERANCE PAY AMT _____ MONTHS _____ WEEKS _____ % OF WEEKS _____				LEAVE OF ABSENCE LEAVE ACTION _____ LEAVE BEGIN DATE _____ LEAVE END DATE _____ LEAVE REASON _____ EXPECT RET _____ ACTUAL RET _____ PARTIAL PAY <input type="checkbox"/> YES <input type="checkbox"/> NO			
AUTHORIZATIONS / APPROVALS NAME _____ DATE _____ NAME _____ DATE _____ TITLE _____ TITLE _____ NAME _____ DATE _____ HRPC _____ DATE _____ TITLE _____ TITLE _____				COMMENT: _____ _____ _____			

PLEASE TYPE

PAF SECTIONS AND FIELDS

Date Submitted: Enter the date.

Social Security No.: Enter the 9-digit Social Security Number. At Morningside, if the person has applied but does not yet have a Social Security Number, enter “Applied.” They must submit the receipt that they received from the Social Security Administration when they applied for the card. At the Medical Center, call the CUIMC Payroll Office to obtain a “Temporary” Social Security Number. Note that when an Active PAF is printed, the first five digits of the Social Security Number are not shown.

Admin Dept No.: Enter the employee’s Administrative Department Number which is the seven-digit department number (e.g., 5202102).

Admin Dept Name: Enter the name of the employee’s department.

Work Location: The location where the employee’s work occurs. Select the appropriate value:

1	Morningside
2	Columbia Univ Medical Center
3	Harlem Hospital Center
4	Lamont-Doherty Earth Obs
5	Nevis
6	Manhattanville
7	CU Buildings
8	Others
9	GE Building
10	MI Bassett Hospital
11	Helen Hayes Hospital
16	St. Joseph’s Hospital, Newark
17	Center for Addict & Substance Abuse
19	Washington, D.C.
20	White Plains Hospital Center
21	Lawrence Hospital
22	New Milford Hospital
23	Valley Hospital
24	Nyack Hospital
25	St. Vincent’s Medical Center (CT)
26	Stamford Hospital

Check Sequence Code: You must enter the appropriate 5-digit Check Sequence Code for your department, for all types of employees.

NAME SECTION

Employee ID: The employee's ID will print for active employees. For new hires, leave this blank and it will be created once the hire is processed in PAC.

Name Prefix: Select the appropriate value for the employee from the dropdown list.

Name Suffix: Select the appropriate value from Junior, Senior, II, III, and IV.

Name - Last, First Middle: Enter the employee's name, surname first, followed by their first and middle names.

Note: If an employee requests use of a preferred name, enter the information in the Comments Section. No additional backup is required for a Preferred Name update, only for legal name changes.

PHONE and CONTACTS SECTION

Office Phone*: The employee's official Columbia University work number. Enter the complete phone number, including the area code (10-digits in USA).

Home Phone*: The employee's preferred personal phone number. Enter the complete phone number, including the area code (10-digits in USA).

Mobile Phone*: The employee's personal mobile / cell phone number. Enter the complete phone number, including the area code (10-digits in USA) in the comments section of the form. Note: an employee may also have a Columbia issued mobile phone with a separate number. If so, enter that also in the comments section.

Primary E-mail: An e-mail address cannot be changed using a PAF. If an employee would like to use an e-mail address other than his / her official Columbia e-mail account, the Columbia e-mail can be forwarded to the other account. Please visit the e-mail forwarding information section on the CUIT website.

***These phone numbers can also be updated online via Employee Self-Service or Manager Self-Service.**

OVERALL STATUS SECTION

CU Emp Status: This is the current employment status of the employee.

Status Eff Date: This is the date the current employment status is effective.

Original Hire Date: This date indicates the first / initial date of hire. This is the date that the person was first hired at Columbia University. It reflects the first position the person held at the University.

Service Date: The Benefits Service Date used for Retirement, Custom Flexible Service Date Calculation, and 25 Year Club.

Pay Freq: This is the schedule an employee receives pay. For example, semi-monthly, weekly, bi-weekly, or monthly.

FLSA: This stands for the Fair Labor Standards Act. It is determined by the position and the field defaults based on the Job Code in the PAC system.

CU Overall FT / PT Status: This is a calculated field that determines the overall full-time or part-time status of employees based upon the jobs they currently hold.

Total Base Salary \$: A calculated field that displays the total base compensation based upon the jobs an employee currently holds.

ADDRESS SECTION

Office Address: The employee's official Columbia University work address. Enter the:

- **Room Number and Building:** e.g., 450 Kent Hall.
- **Mail Code:** Enter the mail code directly underneath the room # and building, if one exists
- **City, State, Zip Code, and Country:** only use if employee is not located in a campus building or is located at CUIMC.

Home Address (Perm): Street Address, City, State, Country, and Zip Code. The home address indicates where the employee's W-2 statements will be mailed. If the employee's new Home Address reflects a move in / out of New York City or Yonkers, or a change in Home State, the employee may need to complete new Tax Forms.

Mailing Address (Curr): Do not add a Mailing Address if it is the same as the Home Address. Enter a Mailing Address only if your mail should be sent to an address other than the employee's Home.

W2 Statements are mailed to your Mailing Address if there is one available, else they're sent to your Home Address. If your address is changing because you are moving into or out of New York City or Yonkers or if you are changing home states, you will need to complete new Tax forms. See your Department Administrator after submitting any changes here.

NOTE: NON-RESIDENT ALIENS/FOREIGN STUDENTS, PLEASE CONTACT YOUR DA BEFORE MAKING ANY CHANGES HERE.

PERSONAL SECTION

Gender: Select *Male* or *Female*.

Birth Date: Enter the employee's date of birth. Please be sure that it corresponds with that listed on the I-9 Form or official documents.

Ethnicity / Race: Enter the selection(s) made by the employee on the Voluntary Self-Identification of Race and Ethnicity Form. Hispanic/Latino – select the Yes or No radio button. Next, select the checkboxes as indicated by the employee. Note: Employees may also update this directly in Employee Self Service.

Marital Status: Select the appropriate value from Divorced, Married, Separated, Single or Widowed.

Marital Status Date: Enter the date for the employee's marital status. **Note:** Required for a status of Married only.

VISA SECTION

US Citizen: Indicate Yes or No.

Visa Type: Required when US Citizenship is "No". Enter the type of visa the employee holds. Note: some visa types require additional documentation to be attached. If employee is a Permanent Resident, enter "PR".

Expiration Date: Enter the date that the visa expires. Note: Not required for Permanent Residents.

Perm Res Reg No: Enter the Permanent Resident registration number here. Please be sure that this field is completed for anyone who is a Permanent Resident.

EDUCATION SECTION

Please be sure to update this section as the individual obtains new degrees.

For all academic personnel you must list all degrees, institutions, and dates of degree in addition to identifying level of education.

Highest Degree: Select the highest degree earned by the employee from the drop-down list (if using the blank PAF), or draw a line through the existing degree and write or type in the new degree (if an active PAF was printed). Next to this, enter the actual degree (e.g., Ph.D., M.D., M.S.).

Note for clinical appointments. When an individual has both a Doctor of Medicine and a PhD, the highest education level should reflect what is closest to being practiced. For example, if the individual is teaching, the PhD is listed as the highest education level and as the highest degree. If the individual is in clinical practice, the MD is listed as the highest education level and the highest degree.

School Code: Enter the School Code for the Institution from which the employee received the degree.

School Name: Enter the name of the Institution from which the employee received the degree.

Date Received: The date that the employee received the degree.

TENURE INFORMATION SECTION

Tenure Status: This is a required field. Click the drop-down arrow to the right of the field and select the employee's tenure status (if using the blank PAF) or draw a line through the existing status and enter the updated tenure status (if an active PAF was printed). Tenure status does not apply to administrative hires, however, as this is a required field, see below for both academic and administrative hire selections.

- **Tenure Status = 1. Tenured** - is used for faculty who have tenure.
- **Tenure Status = 2. Tenure of Title** - is used for faculty who have tenure of title.
- **Tenure Status = 3. Non-Tenured But on Track** - is used for full-time faculty who are on tenure track
- **Tenure Status = 4. Other Non-Tenured** - is used for full-time faculty not on tenure track and all part-time faculty.
- **Tenure Status = 5. None** - is used for Officers of Research and Student Officers
- **Tenure Status = Not Applicable** - is used for officers of administration and support staff (including casual employees)

Tenure Effective Date (Req'd for Statuses of 1 or 2 only) - is required for faculty who have tenure status equal to "1 - Tenured" or "2 - Tenure of Title". Enter the date the tenure was effective using this format MM/DD/YYYY

Visit the following sites for more information on tenure.

[CUIMC – Office of Faculty Affairs](#) or the [Faculty Handbook](#) or [Morningside - Office of Faculty Affairs](#).

COMPLETE UNIVERSITY TITLE SECTION

The Complete University Title field is a free form field which is an *optional entry for administrative positions* and a **mandatory entry for academic positions**.

Reference the [Complete University Title Guide](#) for information on how to enter the Complete University Title.

POSITION / SALARY INFORMATION SECTION

EMPL REC: Employment Record indicates the individual position in the People @ Columbia system. Each employee will have an “Empl Rec 0,” representing the person’s first position; employees with multiple appointments will have “0” and “1”; “0,” “1,” and “2,” etc.

No. of Active Positions: Indicates the number of appointments (see “Empl Rec” above) in the People @ Columbia system. Most administrative and support staff hold only one position.

Position Number: Enter the Position Number. Also, it is required that you also provide the title for approval/review.

Position Entry Date: Indicate the date that the person entered their new position. It only changes when the position number changes.

Grade: Indicate the appropriate grade for the position.

Position Title: This is the generic title for the position. Note this is different than the Complete University Title. Reference that section for more information.

Appt Type: DO NOT COMPLETE. The system generates this field.

Salary Plan: Indicate the appropriate salary plan for the employee.

Admin and Faculty	XMPT:	Exempt Employee Plan
Union Employees	1199:	1199 Clerical
	CAFA:	Cafeteria Employees—Prior to 1/1/99 [DOES NOT APPLY TO NEW HIRES]
	CAFB:	Cafeteria Employees—On or After 1/1/99
	211A:	Local 2110—Prior to 10/1/97 [DOES NOT APPLY TO NEW HIRES]
	211B:	Local 2110—From 10/1/97 to 3/31/04 [DOES NOT APPLY TO NEW HIRES]
	211C:	Local 2110—On or After 4/1/04
	32BJ:	32B-32J Salary Plan
	HHT:	1199—Harlem Hospital Tech

L100:	Local 100—Faculty House
L95:	Local 95—Head Start
MARI:	Maritime Crew
MEBA:	Marine Engineers
MM&P:	Masters, Mates and Pilots
NUSS:	Non-Union Support Staff
SSA:	SSA Plan
TWFA:	TWU—Facilities—Prior to 3/26/99 [DOES NOT APPLY TO NEW HIRES]
TWFB:	TWU—Facilities—On or After 3/26/99
TWSA:	TWU—Security—Prior to 3/26/99 [DOES NOT APPLY TO NEW HIRES]
TWSB:	TWU—Security—On or After 3/26/99

Position Dept. No.: Indicate the department where the position resides.

Title Effective Date: Do not enter. This is a system generated field based on the position attributes.

Pos Dept Name: Indicate the name of the department where the position resides.

Comp Rate: The period salary for academic officers. Indicate the exact amount the individual will be paid from the Appointment / Comp Rate Effective Date to the Appointment / Comp Rate End Date. For administrative staff, indicate the annual salary.

Appt / Comp Rate Eff Date: Indicate the date the person's appointment and /or compensation rate became effective. For administrative staff who have a position of limited duration, enter the Expected Job End Date in the Comment field.

Appt /Comp Rate End Date: Indicate the date the person's appointment / compensation rate ends (if applicable).

Salary Type: Indicate the salary type. Options are: CNTRCT (Contract), NAANL (Annual), NAHRLY (Hourly). Contract (aka Period) Rate is for any finite pay with an end date. Note: in TBH, this is the Comp Rate Code field.

Annual Rate: Indicate the person's annual salary.

Pay Freq Rate: Indicate the amount the person receives per pay period.

Full Base Salary: For academic officers only. Indicate the full salary amount the employee would earn if they were employed for a full year.

FLSA: This stands for the Fair Labor Standards Act. It is determined by the position and the field defaults based on the Job Code in the PAC system.

FT / PT: Indicate if the position is *Full Time* or *Part Time*.

Hours / Week: Indicate the appropriate number of hours for the position.

Hourly Rate: Indicate the person's hourly rate.

Shift: For union positions only. This is system generated and defaults based on the position.

Hourly Shift Amount: For union positions only. This is system generated and defaults based on the position.

Annl Shift Amount: For union positions only. This is system generated and defaults based on the position.

Barg. Unit: Indicate the appropriate Bargaining Unit (union) if applicable.

Probationary End Date: Indicate the Probationary End Date. Refer to the appropriate collective bargaining unit. Administrative officers do not have a specified probationary period.

Job code: Indicate the appropriate job code per the classification determined by the central administrative HR department.

BU Sen Date: Indicate the effective date that the employee first joined the Bargaining Unit (union).

TERMINATION / RETIREMENT / LAYOFF SECTION

Action*: Indicate the appropriate Action Code.

Action Reason*: Indicate the appropriate reason for the action.

*Reference the Action / Reason Code Chart for a complete description of action and reason codes.

Effective Date: Indicate the effective date for the action. For terminations / retirements / layoffs, enter the date immediately following the employee's last working day.

Term Vac Pay Days: Indicate the number of earned and unused vacation and personal days to be paid.

Vacation Pay Amt: Leave blank. This amount is calculated by the HRPC.

Severance Pay Amt: Indicate the agreed upon severance amount to be received by the employee. This amount requires the review, determination and approval of your HR client Manager for administrative personnel and the Provost for academic personnel.

Months: Leave blank.

Weeks: Leave blank.

% of Weeks: Leave blank.

LEAVE OF ABSENCE SECTION

Leave Action*: Indicate the appropriate leave action.

Leave Begin Date: Indicate the date that the leave begins.

Leave End Date: Indicate the date that the leave will end.

Leave Reason*: Indicate the appropriate reason for the action.

*Reference the Action / Reason Code Chart for a complete description of action and reason codes.

Expect Ret: Indicate the date that you expect the employee to return.

Actual Return: Indicate the date that the employee returned to work.

Partial Pay: Check either the 'yes' or 'no' box to indicate if the employee receives partial pay during the leave of absence. Use the Comments section of the form to enter any additional information regarding the leave.

- For employees on an unpaid leave of absence (action = LOA), check 'no' for partial pay.
- For employees on a paid leave of absence (action = PLA), receiving full pay, check 'no' for partial pay.
- For employees on a paid leave of absence (action = PLA), receiving partial pay, check 'yes' for partial pay and indicate the amount of pay to be received during the leave in the comp rate and annual rate fields.