

PERSONNEL ACTION FORM (PAF)

Hire temporary instructor, staff, or student
Additional pay for current benefited employee

New PAF

Revised PAF

Section 1: EMPLOYEE DATA

1. Employee ID (If previously worked at UMass this is not their Social Security Number)		
2. Employee Name		
3. Address		
4. City	5. State	6. Zip Code
7. Personal Email	8. Home Phone	9. Mobile Phone

INFORMATION FOR HIRING AND APPROVING:

- New Employees must complete new hire paperwork including I-9, Personal Data, Tax Forms, and the "Terms of Employment".
- Student appointments are considered null and void if the students are no longer enrolled fulltime at the University.
- When funding from an export restricted project, the Project Director /PI certifies that the employee, if required by grant or contract restrictions, has been cleared by the Compliance Office.
- Staff hires with a commitment amount of \$5000 or more must be approved by Vice Chancellor.

Section 2: JOB DATA

10. Employee Type Select One Checkbox

10a. HIRE TEMPORARY STAFF
(Non-Student Student 61 r(66(n)1 850 1 04.56 T7(d61 P <</MCID 28 >>BDC Q 0 T6r 04.56 T7(d6u5.72,9o7 :1 c07(A)13(FF)5m (Current benefited employees ONLY) 511 nnnn 47

10d. ADDITIONAL PAY

Clinical/Practicum Supervisor

Instructional Lessons

Senior Adjunct Faculty

Earned Terminal Degree

ACE Continuing Studies

ACF Faculty

ACP Professional

CHR Chair Stipend

DCS Academic Coordinator Stipend

ASR Director/Dean Stipend

SA1-Summer Teaching

CHECK BOX(ES) BELOW IF APPLICABLE

11. Appointment Begin Date	12. Appointment End Date	13. Department Name	14. Location (Room and Building)
15. Manager or Supervisor's Name	16. Standard Hours per Week	17. Mail Drop	18. Combo Code (if more than one use box 2) L

19. Compensation Frequency (check one)