

**Roger Williams University and Roger Williams University School of Law  
Staff Personnel Action Form**

EMPLOYEE NAME: \_\_\_\_\_ EFFECTIVE DATE OF ACTION: \_\_\_\_/\_\_\_\_/\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

LOCATION:       Baypoint                       Bristol                       School of Law                       Providence Metro Center

**PLEASE CHECK ALL THAT APPLY:**

- Separation (Voluntary)     Separation (Involuntary)     Separation (Retirement)                       Change Position Status  
 Additional Position         Dept or GL Change                       Rate Change                       Stipend                       Change of Supervisor  
 Position Extension (from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_)     Leave of Absence (from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_)

POSITION TITLE: \_\_\_\_\_

REPORTING MANAGER: \_\_\_\_\_

New Salary/Wage: \$\_\_\_\_\_.\_\_\_\_     Hourly     Yearly                       Stipend: \$\_\_\_\_\_.\_\_\_\_                       One Time Stipend  
 Old Salary/Wage: \$\_\_\_\_\_.\_\_\_\_     Hourly     Yearly                      Stipend Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Wage Change Reason: \_\_\_\_\_

Number of Hours: New \_\_\_\_\_ Old: \_\_\_\_\_ FTE: \_\_\_\_\_.\_\_\_\_     Work Schedule: \_\_\_\_:\_\_\_\_ AM/PM to \_\_\_\_:\_\_\_\_ AM/PM

Position Status:     12 month     11 month     10 month     9 month     Seasonal\*     Other\* \_\_\_\_\_

\*Temporary assignment length: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note that unless a PAF is submitted to extend the employee's temporary assignment prior to its original end date, Human Resources will terminate the employee using the temporary assignment end date as indicated on the hire paperwork.**

General Ledger Account Number: \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ Percentage: \_\_\_\_\_ %

General Ledger Account Number: \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ Percentage: \_\_\_\_\_ %

\* If more than two funding sources are necessary, use Remarks box below.

**PLEASE CHECK ALL THAT APPLY:**

- STATUS:  Full-Time, Reg.     Part-Time, Reg.     Full-Time, Temp.     Part-Time, Temp.     Seasonal  
 CLASS:  Executive                       Administrator                       Professional Staff                       Staff  
 UNION:  Facilities Union     Food Service Union     PSSA Union                       Public Safety Union

**FOR SEPARATIONS:**

Last day worked: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ To be paid through: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for separation: \_\_\_\_\_

Eligible for Rehire?       Yes       No

Have the appropriate departments (IT, Facilities, Locksmith, Purchasing) been contacted?                       Yes     No

PAF PREPARED BY (Please print): \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Remarks	Authorizations	Date Signed
	Manager:	/ /
	Provost/VP/EVP/Dean of Law School:	/ /
	Finance:	/ /
	President (if applicable):	/ /
	Human Resources:	/ /

**FOR HR USE/PAYROLL USE ONLY**

Org Chart Updated    Processed by: \_\_\_\_\_    Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_    Benefits Termed: \_\_\_\_/\_\_\_\_/\_\_\_\_