

CHANGE ACTION PAF

(Typically used for: employee changes in current position, interim assignments, part-time changes, supervisor/organizational changes, and leave actions)

Select One: Full-time Part-time

Effective Date		Banner ID				
Last Name		First Name		MI		
Department Name			Mail Code			
Type of Change (mark all that apply)	<input type="checkbox"/> Salary/Hourly Rate/Position		<input type="checkbox"/> Time Entry Approver			
	<input type="checkbox"/> Going on leave*		<input type="checkbox"/> Index & Account			
	<input type="checkbox"/> Returning from leave		<input type="checkbox"/> Supervisor and/or Department			
	<input type="checkbox"/> Student Employee (taking 6+ credits)		<input type="checkbox"/> Other (Must specify in comments)			
<i>Example</i>		ZZZZZ & 000000 (list index & account)		ZZZZZ & 000000 (list 2 nd index & account)		
Old Index(es)		Old Account(s)				
New Index (1)		New Account (1)		% of Effort		
New Index (2)		New Account (2)		% of Effort		
List Org Code						
New Position Title			% of Effort	Grade		
Department			Replacing			
Base Salary		\$	Hourly Rate	\$	Semi-Monthly	\$
Supervisor ID & Name (resp. hiring, performance appraisal, etc.)		S _____	Name: _____			
Time Entry Approval	Time Sheet Org		Time Approver			
	Time Originator		Time Proxy			
Comments:						
Approval – MINIMUM OF TWO UNIQUE APPROVALS REQUIRED – FULL-TIME CHANGES REQUIRE VP/PROVOST SIGNATURES. ADMINISTRATOR LEVEL AND EXTENSION CHANGES REQUIRE UP THROUGH THE PRESIDENT.						
		Signature		Print Name	Date	
Budget Center Manager						
Director/Dean/AVP						
Provost/Vice President						
President						
For HR/Payroll use only						
Change Reason		Pay	Factors	Position #		
Division Code						
HR initials	Budget initials	Payroll initials	Payroll Number			