NAPA VALLEY COLLEGE
Office of Human Resources, Training & Development

PERSONNEL ACTION FORM (PAF)
REGULAR/SALARIED EMPLOYEE

EMPLOYEE TYPE: ☐ Regular Classified ☐ Confidential ☐ Salaried Professional

EMPLOYEE IS ALSO AN HOURLY: ☐ Academic Employee ☐ Classified Employee

TYPE OF ACTION:

☐ New Hire   ☐ Out-of-Class Compensation   ☐ F
☐ Promotion   ☐ FTE Change   ☐ F
☐ Transfer/Reassignment   ☐ Budget Code Change   ☐ T
☐ Reclassification ☐ Shift Differential   ☐ C

EMPLOYEE NAME: _____   _____   **EMPLOYEE ID#:** _____
                        Last   *First*

EFFECTIVE DATE: _____   **END DATE:** _____   **SHIFT DIFF %:** _____

JOB TITLE: _____   **SUPERVISOR:** _____

DEPARTMENT: _____   **RANGE/STEP:** _____   **FTE:** _____   **# OF MONTHS:** _____

FUNDING SOURCE: ☐ No Change

FUND	ACTIVITY	PG FS	OBJECT	BUDGET CTR	%	BUDGET CTR NAME

NOTES:

APPROVALS – *PLEASE USE BLUE INK*

_____   _____   _____   _____
Supervisor   Date   Controller   Date

_____   _____   _____   _____
Next-Line Administrator   Date   Associate Vice President, Human   Date
                                             Resources, Training & Development

_____   _____
Assistant Superintendent/Vice President   Date
or President

HR USE ONLY	BOARD APPROVAL DATE:	POSITION CODE: _ _
PAYROLL USE ONLY	☐ PERS/STRS ☐ CPEM/CSRM ☐ BNDS ☐ ETAX ☐ EDDP ☐ OFFI ☐ Step List ☐ VAPO/COPO ☐ TERM	