

Personnel Action Form Regional School District No. 4 Chester • Deep River • Essex

NAME:	BRD: SCH:	_ DATE: ORIGINAT	ED BY:
		Change	
☐ Board Change ☐	☐ Position Change ☐ H	ours/FTE Change 🔲 Degree C	hange
Effective Date:	End Date: Retro Due (Payroll-attach calculation)		
Change From:	To:	Wage/Hours From:	Wage/Hours To:
Account to Be Charged:			
Additional Compensation			
☐ Additional Stipend/Comp	: For	\$Amount	
Other/Comments/Notes:			
Assessment to De Observed			
Account to Be Charged:			
Leave of Absence ☐ Medical ☐ Childbirth ☐ FMLA ☐ Intermittent FLMA ☐ Personal ☐ Other:			
Effective Date: Expected Return Date: Actual Return Date: Last Day of Pay:			
Ellective Date.			Last Day Of Fay
Leaving Employment ☐ Resigning ☐ Retiring ☐ Termination ☐ RIF ☐ Other:			
Effective Date:		Last Day of Pay:	
As of (For HR/Payroll Use Only)			
Sick Time Balance:	Hours Days	Vacation Time Balance:	Hours Days
Other/Comments/Notes:			
Approval Process			
Special EducationPrincipal or Director of Pupil Services > Finance Director > SuperintendentTeaching/CurriculumPrincipal > Assistant Superintendent > Finance Director > SuperintendentExtra DutiesPrincipal or Administrator > Finance Director > SuperintendentLeaving Employment/LOAPrincipal or Director > Assistant Superintendent > Finance Director > Superintendent			
Approvals			
Superintendent	Date	Principal/Director	Date
Assistant Superintendent	Date	Finance Director	Date
☐ Personnel ☐ Originator ☐ Payroll ☐ Finance Director ☐ Director of Technology ☐ Assistant Superintendent			

PERSONNEL ACTION FORMS (PAF)

This form is to be used to indicate all employee changes which will affect their employment.

** PLEASE ALLOW FOR UP TO 5 BUSINESS DAYS FOR THE PAF PROCESS TO BE COMPLETED **

Complete the header in its entirety for all PAFs. Note that there is a new section in the form header for the person requesting the form to document their name as the *Originator*. The Originator will be sent a copy of the final PAF once it has been completed.

Changes: Board Changes, Position Changes, Hours Changes, Degree Changes, or Salary Changes

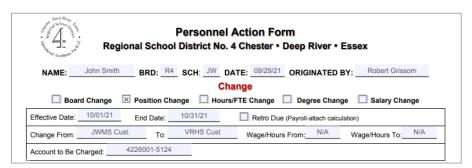
The approval process: The Supervisor or Building Principal completes this form and submits it to the Finance Director for approval. It is forwarded to the Superintendent for final approval.

State the effective date of the change. If there is an end date, indicate it. If this change is retroactive, tick the retro box. Please keep in mind that forms *should* be submitted prior to a change taking effect.

You need to indicate what the change is as well. Fill in the boxes that state change from and change to.

If there is a change to the account to be charged (e.g. Board, School, or Position changes), list the new account in this section.

Example: John Smith is a custodian at the middle school. He is to be temporarily transferred to the high school to fill an opening for a month. No changes to hours or wages. Your form would look like this:



Additional Compensation

The approval process for **Extra Duties**: The Supervisor, Administrator, or Building Principal completes this form and submits it to the Finance Director for approval. It is forwarded to the Superintendent for final approval.

The approval process for **Curriculum Work** or **Teaching duties**: The Building Principal completes this form and submits it to the Assistant Superintendent for approval. It is forwarded to the Finance Director for additional approval. It is forwarded to the Superintendent for final approval.

If an employee is to be paid an amount that is not included in the scope of their salary and appointment sheet, resulting in budgetary impacts, prior approval is required. Indicate the reason for the extra comp, the amount (which can be hourly, daily, or a fixed amount) and the account number to be charged. The *Other / Comments / Notes* section should include the scope of the assignment, for example, 10 hours per week for two months.

Leave of Absence or Leaving Employment

The approval process for **LOA and Terminations**: Either HR or the Building Principal or Supervisor completes this form and submits it to the Assistant Superintendent for approval. It is forwarded to the Finance Director for additional approval. It is forwarded to the Superintendent for final approval.

Once the employee has notified the superintendent of a change of this nature, by submitting either a written request or a letter of resignation, HR will complete this form. Payroll should be notified immediately so they can prepare their records within the pay cycle. Secretaries may have the form sent to them requesting that they fill in the actual return date of an employee after a leave.