HELPFUL PAF HINTS
Office of Human Resources

What is most often forgotten?

• Effective Date
• Effective Dates for New Faculty, Per Course, etc.
• TS org # for Faculty/Staff who have to submit leave forms or timesheets
• The correct way to print on the 6-part paper
• A highlighter is not always scanner-friendly
• Length of time to get the form through so many signatures

Don't Forget the Effective Date

• There are two effective date fields on the PAF.
• The first is in Section II. This field should be used for personnel who are not salaried or are not subject to being reappointed, as well as temporary staff or faculty that do not have a pre-determined last day.
Don't Forget the Effective Date, cont'd.

- The second is in Section III. This field has a To option which should be used when an beginning & end date is known at the time of hire. This field should be used for staff & faculty who need to be reappointed, as well as Per Course & Graduate Assistants. This field should also be used for those who have a pre-determined end date.

What is the Official Effective Date?

- Full-time, 1-month Faculty
  - Fall & Spring: The Monday prior to the start of classes. Appointment ends on commencement at the end of the academic year.

- Per Course Faculty
  - Fall, Spring & Summer: Each appointment begins the first day of class & ends on commencement. Person must be appointed each semester.

- Graduate Assistantship
  - Fall only appointments: The Monday prior to the start of classes. Appointment ends on the day of fall commencement.
  - Spring only appointments: The Monday prior to the start of classes. Appointment ends on the day of spring commencement.
  - Academic year appointments: The Monday prior to the start of classes. Appointment ends on commencement at the end of the academic year.

TS Org's aren't just for Timesheets

- Why?
  - People in exempt positions have leave to report, too.
  - Who needs a TS org # typed on the PAF?
    - Non-exempt staff members
    - Exempt staff members
    - 12-month faculty members
    - Faculty in an acting role (Acting Dean, Acting Chair)
  - The name of the person who will approve leave/time & the TS org # should be placed in Section VI of the PAF.

- If the person who will be approving leave/time does not have a TS org #, the PAF contains a link to an Authorization Form that should be submitted to Payroll, where a TS org # will be assigned.
There is a Trick to Printing on the 4-part Form:

- Tips to make it go smoother
- Keep the paper in the wrapper. (There are instructions on the wrapper explaining how the paper needs to be used. This also keeps the carbon facing the correct direction)
- If the wrapper is already gone, you will have to do some testing to see which side of the paper contains the carbon.
- Each type of printer could make your printing experience different.
- Visit link to instructions.
  http://www.missouristate.edu/hr/hr/SpecialActions/
Examples of completed PAF’s

1) Example 1 shows how to complete a PAF for a full-time new ranked faculty member. This example can be used for staff as well, except the Administrative/Professional or Support Staff box would be marked in Section II rather than the Faculty box.

2) Example 2 shows how to complete a PAF for a full-time reappointment of an unranked faculty. This example can be used for a staff that needs to be reappointed as well, except the Administrative/Professional or Support Staff field would need marked in Section II rather than the Faculty box.

3) Example 3 shows how to complete a PAF for a full-time faculty to receive a budget change for a certain time period. If the budget change is for an indefinite period of time, the effective date field in Section II would be used rather than the From & To dates in Section III. This example can be used for a staff and GA’s as well, except the Administrative/Professional or Support Staff box would be marked in Section II for staff and one of the GA box marked for a GA, rather than the Faculty box.

4) Example 4 shows how to complete a PAF for a new full-time staff member.

5) Example 5 shows how to complete a PAF for a new part-time hourly staff member. This example can also be used for a part-time hourly temp who has a pre-determined end date at the time of hire, by leaving the effective date in Section II blank & completing the From & To dates in section III.

6) Example 6 shows how to complete a PAF for a Per Course Faculty member.

7) Example 7 shows how to complete an appointment PAF for a Graduate Assistant. This example can also be used to complete forms for Graduate Teaching Assistants & Graduate Research Assistants, by changing the title in the Proposed Title/Rank & checking the appropriate box in Section II.

8) Example 8 shows how to complete a PAF for a resignation. This example can be used for resignations/terminations/retirements of full-time staff/faculty, as well as, resignations/terminations of part-time, GA’s & Per Course. Any comments regarding why or if the pay end date is different from the last day worked should be typed in the comment field.

This is just a short list of the most common types of PAF forms. There are many other actions that can be performed with the PAF. If you have questions please don’t hesitate to call. If you don’t reach me, please leave a message or e-mail me & I will get back you.

Michele Bogart – 6-4816
## Missouri State University Personnel Action Form

### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>SSN or BearPass No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bear</td>
<td></td>
<td></td>
<td></td>
<td>M00099999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Any Street</th>
<th>Springfield MO 65897</th>
<th>12/06/1957</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td>STRO 451</td>
<td>65640</td>
<td></td>
</tr>
<tr>
<td>Campus Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CLASSIFICATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Assistant Professor</th>
<th>08/13/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Title/Rank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Administrative/Professional</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Tenure Eligible</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Non-Tenure Eligible</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### ASSIGNMENT STATUS

<table>
<thead>
<tr>
<th>Status</th>
<th>Regular, Full-Time</th>
<th>1560 Hours</th>
<th>74%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Part-Time, Limited to 1000 Hours</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>

### NATURE OF ACTION

<table>
<thead>
<tr>
<th>Action</th>
<th>Appointment</th>
<th>Reappointment</th>
<th>Change of Status</th>
<th>Promotion/Rank Change</th>
<th>Transfer</th>
<th>Leave: From</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check All that Apply:</td>
<td>✔ Appointment</td>
<td>✔ Reappointment</td>
<td>✔ Change of Status</td>
<td>✔ Promotion/Rank Change</td>
<td>✔ Transfer</td>
<td>✔ Leave With Pay</td>
<td>✔ Salary Adjustment</td>
</tr>
</tbody>
</table>

### FORM INFORMATION

<table>
<thead>
<tr>
<th>Date</th>
<th>04/18/2012</th>
<th>Form Completion Date</th>
<th>Michele Bogart</th>
</tr>
</thead>
</table>

### TIME AND LEAVE REPORTING AND APPROVAL

<table>
<thead>
<tr>
<th>Time Sheet/Leave Report Approver for this employee</th>
<th>TS Org #</th>
</tr>
</thead>
<tbody>
<tr>
<td>If this employee is a new Time Sheet and/or Leave Report Approver or new Dept Time Entry Originator, complete and submit Authorization Form to Payroll.</td>
<td></td>
</tr>
</tbody>
</table>

### SALARY INFORMATION

<table>
<thead>
<tr>
<th>Compensation</th>
<th>Amount $40,000.00</th>
<th>Annual</th>
<th>Hourly</th>
<th>Semester</th>
<th>One Payment</th>
<th>Monthly</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOAP # Charged:</td>
<td>AC2000 / 142024 / 61003 / 011</td>
<td>100.0 %</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### JUSTIFICATION OR COMMENTS

<table>
<thead>
<tr>
<th>Budget Office Use Only</th>
<th>IX APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial &amp; Date</td>
<td>Department Head/Director Date</td>
</tr>
<tr>
<td>Position #</td>
<td>Major Administrator Date</td>
</tr>
<tr>
<td>Pelase #</td>
<td>Director of Human Resources Date</td>
</tr>
</tbody>
</table>

HUMAN RESOURCES 1. Human Resources (White) 2. Financial Services (Blue) 3. Major Administrator (Green) 4. Dean (Yellow) 5. Department (Pink) 6. EO Officer (Goldenrod)
Example 2

MISSOURI STATE UNIVERSITY
PERSONNEL ACTION FORM

Bear

Employee Name: Last
First
Middle
SSN or BearPass No.
12/06/1957

Home Address Street
City
State Zip
Campus Address (Building/Room #) Campus Phone
Psychology
132021

Previously Employed at Missouri State? ■ Yes □ No If yes, when
2011-2012
New Position □ Replacement □ Part-Time
Replacement for (Name)

Visiting Instructor
Proposed Title/Rank
Effective Date

Faculty ■ Administrative/Professional □ Tenure Eligible
□ Non-Tenure Eligible
Support Staff ■ Graduate Non-Teaching Assistant
Graduate Teaching Assistant ■ Graduate Research Assistant

Check One:
Regular, Full-Time
Part-Time, Limited to 1560 Hours (.74)
Part-Time, Limited to 1000 Hours (.50)

Check One:
Academic Year FTE 100.00 %
Fiscal Year
Academic Semester ■ Other (Explain in Comments)
Fall Spring Summer

Period of Appointment or Service: From 08/13/2012
To 05/17/2013

III
ASSIGNMENT STATUS

IV
NATURE OF ACTION

License:
Appointed
Reappointment
Promotion/Rank Change
Transfer
Leave: From:
Leave Without Pay, w/Benefits
Leave Without Pay, no Benefit
Educational Leave
Sabbatical Leave
Administrative Leave

Leaves:
Salary Adjustment
Supplemental Compensation (exempt employees only)
Other (explain in comments)

V
FORM INFORMATION

04/18/2012 ■ New Form □ Revised Form, Explain

Michele Bogart
Person completing this PAF

VI
TIME AND LEAVE REPORTING AND APPROVAL

N/A TS □ Web Time Entry or □ Departmental Time Entry
Time Sheet/Leave Report Approver for this employee
TS Org #
If this employee is a new Time Sheet and/or Leave Report Approver or new Dept Time Entry Originator, complete and submit Authorization Form to Payroll.

VII
SALARY INFORMATION

Compensation:
Amount $40,000.00 ■ Annual □ Hourly □ Semester □ One Payment □ Monthly □ N/A

FOAP # CHARGED:
A02000 132021 61001 11 100.0 %

VIII
JUSTIFICATION OR COMMENTS

IX
APPROVAL

Department Head/Director
Date
Major Administrator
Date
Director of Human Resources
Date

Budget Office Use Only
Initial & Date
Position #
Pclass #
Board Action Required

HUMAN RESOURCES
5/12
1. Human Resources (White)
2. Financial Services (Blue)
3. Major Administrator (Green)
4. Dean 5. Department (Yellow) 6. EO Officer (Pink) (Goldenrod)
MISSOURI STATE UNIVERSITY
PERSONNEL ACTION FORM

Example 3

Bear

Yogi

Employee Name: Last

First

Middle

SSN or BearPass No.

03/11/1969

Home Address

City

State

Zip

Date of Birth

Campus Address (Building/Room #)

Department

Campus Phone

Dept Org #

Previously Employed at Missouri State?

☑ Yes

☐ No

If yes, when

☑ New Position

☑ Replacement

☐ Part-Time

Replacement for (Name)

CLASSIFICATION

Professor

Proposed Title/Rank

Effective Date

☑ Faculty

☐ Administrative/Professional

☐ Support Staff

☐ Non-Tenure Eligible

☐ Graduate Non-Teaching Assistant

☐ Tenure Eligible

☐ Graduate Teaching Assistant

☐ Regular, Full-Time

☐ Graduate Research Assistant

☑ Academic Year

☐ Part-Time, Limited to 1560 Hours (.74)

☐ Academic Year FTE 100.00 %

☐ Part-Time, Limited to 1000 Hours (.50)

☐ Other (Explain in Comments)

Assignment Status

Period of Appointment or Service: From 01/01/2012

To 05/18/2012

☑ Regular, Full-Time

☑ Part-Time, Limited to 1560 Hours (.74)

☑ Part-Time, Limited to 1000 Hours (.50)

☑ Other (Explain in Comments)

☑ Academic Year

☑ Fiscal Year

☑ Academic Semester

☑ Fall

☑ Spring

☑ Summer

☑ Other (Explain in Comments)

Nature of Action

Leave: From:

To:

Leave Without Pay

Leave Without Pay, w/Benefits

Leave With Pay

Leave With Pay w/Benefits

Educational Leave

Substantial Leave

Administrative Leave

Compensation

Salary Adjustment

Supplemental Compensation (exempt employees only)

Other (explain in Comments)

Form Information

04/18/2012

☐ New Form

☐ Revised Form, Explain

Form Completion Date

Michele Bogart

Persus completing this PAF

Time and Leave Reporting and Approval

N/A

TS Org #

☑ Web Time Entry

☑ Departmental Time Entry

If this employee is a new Time Sheet and/or Leave Report Approver or new Dept Time Entry Originator, complete and submit Authorization Form to Payroll.

Salary Information

Compensation:

Amount $50,000.00

☐ Annual

☐ Hourly

☐ Semester

☐ One Payment

☐ Monthly

☐ N/A

FOAP # CHARGED:

A02000 / 152024 / 61001 / 011 / 46.00 %

E02040 / 072005 / 61001 / 046 / 50.00 %

A02000 / 072002 / 61001 / 011 / 4.00 %

Justification or Comments

Change in the budget split for the time period 1/1/12 to 5/18/12 only

Approval

Department Head/Director

Date

Major Administrator

Date

Director of Human Resources

Date

Budget Office Use Only

Initial & Date

Position#

☐ Board Action Required

HUMAN RESOURCES

1. Human Resources (White)

2. Financial Services (Blue)

3. Major Administrator (Green)

4. Dean (Yellow)

5. Department (Pink)

6. EO Officer (Goldenrod)
## Missouri State University Personnel Action Form

### I. Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>M00099999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bear</td>
<td></td>
<td>Buddy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any Street</td>
<td></td>
<td>Springfield</td>
<td>MO</td>
<td>65807</td>
</tr>
<tr>
<td>Home Address</td>
<td>Street</td>
<td></td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>MCDA 103</td>
<td>65370</td>
<td>Kinesology</td>
<td></td>
<td>132012</td>
</tr>
<tr>
<td>Campus Address</td>
<td>Building/Room</td>
<td>Campus Phone</td>
<td>Department</td>
<td>Dept Org #</td>
</tr>
<tr>
<td>Previously Employed at Missouri State?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, when</td>
<td></td>
</tr>
<tr>
<td>□ New Position</td>
<td>□ Replacement</td>
<td>□ Part-Time</td>
<td>Blue Bear</td>
<td></td>
</tr>
<tr>
<td>Replacement for (Name)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### II. Classification

<table>
<thead>
<tr>
<th>Administrative Assistant II</th>
<th>05/01/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Title/Rank</td>
<td></td>
</tr>
<tr>
<td>□ Faculty</td>
<td>□ Administrative/Professional</td>
</tr>
<tr>
<td>□ Tenure Eligible</td>
<td>□ Non-Tenure Eligible</td>
</tr>
<tr>
<td>Support Staff</td>
<td>Graduate Non-Teaching Assistant</td>
</tr>
<tr>
<td>Graduate Teaching Assistant</td>
<td>Graduate Research Assistant</td>
</tr>
<tr>
<td>Check One:</td>
<td></td>
</tr>
<tr>
<td>□ Regular, Full-Time</td>
<td></td>
</tr>
<tr>
<td>□ Part-Time, Limited to 1560 Hours (.74)</td>
<td></td>
</tr>
<tr>
<td>□ Part-Time, Limited to 1000 Hours (.50)</td>
<td></td>
</tr>
<tr>
<td>Check One:</td>
<td></td>
</tr>
<tr>
<td>□ Academic Year</td>
<td>FTE 100.00 %</td>
</tr>
<tr>
<td>□ Fiscal Year</td>
<td></td>
</tr>
<tr>
<td>□ Academic Semester</td>
<td></td>
</tr>
<tr>
<td>□ Other (Explain in Comments)</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>Spring</td>
</tr>
</tbody>
</table>

### III. Assignment Status

| Period of Appointment or Service: From | To | |
|--------------------------------------|----| |
| | | |

### IV. Nature of Action

| Leave: From | To | |
|------------|----| |
| | | |

### V. Form Information

<table>
<thead>
<tr>
<th>Form Completion Date</th>
<th>Michele Bogart</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/18/2012</td>
<td>Person completing this PAF</td>
</tr>
</tbody>
</table>

### VI. Time and Leave Reporting and Approval

<table>
<thead>
<tr>
<th>Boomer Bear</th>
<th>TS 0072</th>
<th>□ Web Time Entry</th>
<th>□ Departmental Time Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Sheet/Leave Report Approver for this employee</td>
<td>TS Org #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If this employee is a new Time Sheet and/or Leave Report Approver or new Dept Time Entry Originator, complete and submit Authorization Form to Payroll</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VII. Salary Information

<table>
<thead>
<tr>
<th>Compensation: Amount $28,000.00</th>
<th>□ Annual</th>
<th>□ Hourly</th>
<th>□ Semester</th>
<th>□ One Payment</th>
<th>□ Monthly</th>
<th>□ N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOAP # CHARGED:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A02000</td>
<td>132012</td>
<td>62003</td>
<td>011</td>
<td>100.01 %</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VIII. Justification or Comments

<table>
<thead>
<tr>
<th>Budget Office Use Only</th>
<th>Department Head/Director \ Date</th>
<th>Major Administrator \ Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial &amp; Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Action Required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IX. Approval

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>1. Human Resources \ (White)</th>
<th>2. Financial Services \ (Blue)</th>
<th>3. Major Administrator \ (Green)</th>
<th>4. Dean \ (Yellow)</th>
<th>5. Department \ (Pink)</th>
<th>6. E&amp;O Officer \ (Goldenrod)</th>
</tr>
</thead>
</table>
MISSOURI STATE UNIVERSITY
PERSONNEL ACTION FORM

Bear

BooBoo

M000999999

SSN or BearPass No.

Any Street Springfield MO 65807

Home Address Street City State Zip Date of Birth

POST 65509 Safety & Transportation 242003

Campus Address (Building/Room #) Campus Phone

Previously Employed at Missouri State? Yes No

□ New Position □ Replacement □ Part-Time

Replacement for (Name)

Part-time Temp

Proposed Title/Rank

FTE 50.00 %

Effective Date 05/01/2012

Check One:

□ Support Staff □ Graduate Non-Teaching Assistant

□ Graduate Teaching Assistant □ Graduate Research Assistant

Faculty

Administrative/Professional

Tenure Eligible

Non-Tenure Eligible

Regular, Full-Time

Part-Time, Limited to 1560 Hours (.74)

Part-Time, Limited to 1000 Hours (.50)

Period of Appointment or Service: From To

Check All that Apply:

☑ Appointment □ Resignation

☑ Reappointment □ Retirement

☑ Change of Status □ Involuntary Termination

☑ Promotion/Rank Change □ Faculty Non-Reappointment

☑ Transfer □ Compensation

Leave: From: To:

☑ Leave With Pay □ Supplemental Compensation (exempt employees only)

☑ Leave Without Pay, w/Benefits □ Other (Explain in Comments)

☑ Educational Leave □ Sabbatical Leave □ Administrative Leave

Form Completion Date 04/18/2012

☑ New Form □ Revised Form, Explain

Michele Bogart

Person completing this PAF

Paddington Bear

TS 0056

Q Web Time Entry or □ Departmental Time Entry

Time Sheet/Leave Report Approver for this employee

If this employee is a new Time Sheet and/or Leave Report Approver or new Dept Time Entry Originator, complete and submit Authorization Form to Payroll.

Compensation:

Amount $ 10.00

☑ Annual □ Hourly □ Semester □ ORE Payment □ Monthly □ N/A

FOAP # CHARGED:

H02003 / 242003 / 63000 / 201 / 100.01 %

☑ Department Head/Director Date

☑ Major Administrator Date

☑ Director of Human Resources Date
MISSOURI STATE UNIVERSITY
PERSONNEL ACTION FORM

Employee Name: Last Bear
First Boomer
Middle
SSN or BearPass No. M00099999
Any Street
Springfield MO 65807
Home Address Street
City State Zip 12/06/1957
GLAS 414 65415 Management
Campus Address (Building/Room #) Campus Phone
Previosly Employed at Missouri State? ■ Yes □ No
If yes, when Spring 2012
□ New Position □ Replacement □ Part-Time Replacement for (Name)

Per Course
Proposed Title/Rank
□ Faculty □ Administrative/Professional □ Support Staff □ Graduate Non-Teaching Assistant
□ Tenure Eligible □ Graduate Teaching Assistant □ Non-Tenure Eligible □ Graduate Research Assistant

Check One:
☑ Regular, Full-Time ☑ Academic Year FTE ___________%
☑ Part-Time, Limited to 1560 Hours (.74) ☐ Fiscal Year
☑ Part-Time, Limited to 1000 Hours (.50) ☐ Academic Semester
☑ Fall ☑ Spring ☐ Summer ☐ Other (Explain in Comments)
To 12/14/2012

Check All That Apply:
☑ Appointment ☑ Transfer Leaving From:
☑ Reappointment ☑ Compensation
☑ Change of Status ☑ Salary Adjustment
☑ Promotion/Rank Change ☑ Leave Without Pay, no Benefit
☑ Transfer ☑ Supplemental Compensation (exempt employees only)
☑ Leave With Pay ☑ Other (explain in Comments)
☑ Leave Without Pay, w/Benefits
☑ Educational Leave ☑ Administrative Leave
☐ Subbatical Leave

Form Completion Date 04/18/2012 □ New Form □ Revised Form, Explain
Michele Bogart Person completing this PAF

N/A Time Sheet/Leave Report Approver for this employee TS Org #
☑ Web Time Entry or □ Departmental Time Entry
If this employee is a new Time Sheet and/or Leave Report Approver or new Dept Time Entry Originator, complete and submit Authorization Form to Payroll.

Compensation:
Amount $2,400.00 ☑ Annual ☑ Hourly ☑ Semester ☑ One Payment ☑ Monthly ☑ N/A
FOAP # CHARGED:
A02000 / 112017 / 61100 / 011 100.01 %

Will teach 286 Sec 4 Business Communications for three credit hours at $800 per credit hour

Budget Office Use Only
Initial & Date
Position # 11
P., # Board Action Required

HUMAN RESOURCES 1. Human Resources (White) 2. Financial Services (Blue) 3. Major Administrator (Green) 4. Dean (Yellow) 5. Department (Pink) 6. EO Officer (Goldenrod)

IX APPROVAL
Department Head/Director Date
Major Administrator Date
Dean Date
Director of Human Resources Date
MISSOURI STATE UNIVERSITY
PERSONNEL ACTION FORM

I. PERSONAL INFORMATION

Bear

Employee Name: Last
First
Middle
SSN or BearPass No.

Any Street
Springfield MO 65807

Home Address
Street
City
State
Zip

CARR 209 64589
Provost Office

Campus Address (Building/Room #)
Campus Phone

Department
Dept Org #

Previously Employed at Missouri State? □ Yes □ No
If yes, when

□ New Position □ Replacement □ Part-Time

□ Support Staff □ Graduate Non-Teaching Assistant
□ Graduate Teaching Assistant □ Graduate Research Assistant

Replacement for (Name)

II. CLASSIFICATION

Graduate Assistant

Proposed Title/Rank

□ Faculty □ Administrative/Professional
□ Tenure Eligible □ Non-Tenure Eligible

□ Support Staff □ Graduate Non-Teaching Assistant
□ Graduate Teaching Assistant □ Graduate Research Assistant

Effective Date

III. ASSIGNMENT STATUS

Check One:

□ Regular, Full-Time
□ Part-Time, Limited to 1560 Hours (.74)
□ Part-Time, Limited to 1000 Hours (.50)

Check One:

□ Academic Year
□ Fiscal Year
□ Academic Semester □ Other (Explain in Comments)

□ Fall □ Spring □ Summer

To 05/17/2013

Period of Appointment or Service: From 08/13/2012

IV. NATURE OF ACTION

Check All that Apply:

□ Appointment
□ Reappointment
□ Change of Status
□ Promotion/Rank Change
□ Transfer

□ Separation/Termination

□ Resignation
□ Retirement
□ Involuntary Termination
□ Faculty Non-Reappointment

□ Leave: From: To:

□ Leave With Pay
□ Leave Without Pay, w/Benefits □ Leave Without Pay, no Benefit
□ Educational Leave □ Sabbatical Leave □ Administrative Leave
□ Supplemental Compensation (exempt employees only)
□ Other (explain in Comments)

□ Salary Adjustment

Form Completion Date
04/18/2012

V. FORM INFORMATION

□ New Form □ Revised Form, Explain

Michele Bogart

Person completing this PAF

VI. TIME AND LEAVE REPORTING AND APPROVAL

N/A

TS [ ] □ Web Time Entry or □ Departmental Time Entry

Time Sheet/Leave Report Approver for this employee

TS Org #

If this employee is a new Time Sheet and/or Leave Report Approver or new Dept Time Entry Originator, complete and submit Authorization Form to Payroll.

VII. SALARY INFORMATION

Compensation:

Amount $8,000.00

□ Annual □ Hourly □ Semester □ One Payment □ Monthly □ N/A

FOAP # CHARGED:

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100.0% □ %

VIII. JUSTIFICATION OR COMMENTS

Cindy will be a Graduate Assistant in the Office of the Provost for the Academic Year.

IX. APPROVAL

Department Head/Director
Date

Major Administrator
Date

Dean
Date

Director of Human Resources
Date

HUMAN RESOURCES 1. Human Resources (White) 2. Financial Services (Blue) 3. Major Administrator (Green) 4. Dean (Yellow) 5. Department (Pink) 6. EO Officer (Goldenrod)
MISSOURI STATE UNIVERSITY
PERSONNEL ACTION FORM

I PERSONAL INFORMATION

Employee Name: Last
First
Middle

Home Address
Street
City
State
Zip

Campus Address (Building/Room #) Campus Phone
Department
Dept Org #

Previously Employed at Missouri State? □ Yes □ No If yes, when
□ New Position □ Replacement □ Part-Time
Replacement for (Name)

II CLASSIFICATION

Administrative Assistant II

Proposed Title/Rank

Effective Date

□ Faculty □ Administrative/Professional
□ Tenure Eligible □ Non-Tenure Eligible

Support Staff □ Graduate Non-Teaching Assistant
Graduate Teaching Assistant
Graduate Research Assistant

III ASSIGNMENT STATUS

Check One:

Regular, Full-Time
Part-Time, Limited to 1560 Hours (.74)
Part-Time, Limited to 1000 Hours (.50)

Fiscal Year
Academic Year
Academic Semester
Fall □ Spring □ Summer

□ Support Staff □ Graduate Non-Teaching Assistant
Graduate Teaching Assistant
Graduate Research Assistant

Check One: □ Academic Year FTE _________ %
□ Fiscal Year
□ Academic Semester
□ Fall □ Spring □ Summer

To _________

Period of Appointment or Service: From

IV NATURE OF ACTION

Check All that Apply:

□ Appointment
□ Reappointment
□ Change of Status
□ Promotion/Rank Change
□ Transfer

□ Leave: From: To:
□ Leave With Pay
□ Leave Without Pay, w/Benefits
□ Leave Without Pay, no Benefit
□ Educational Leave □ Sabbatical Leave □ Administrative Leave

□ Salary Adjustment
□ Supplemental Compensation (exempt employees only)
□ Other (Explain in Comments)

V FORM INFORMATION

04/18/2012 □ New Form □ Revised Form, Explain

Form Completion Date
Michele Bogart
Person completing this PAF

VI TIME AND LEAVE REPORTING AND APPROVAL

Time Sheet/Leave Report Approver for this employee: TS Org #

TS □ Web Time Entry or □ Departmental Time Entry

If this employee is a new Time Sheet and/or Leave Report Approver or new Dept Time Entry Originator, complete and submit Authorization Form to Payroll.

VII SALARY INFORMATION

Compensation: $28,000.00 □ Annual □ Hourly □ Semester □ One Payment □ Monthly □ N/A

FOAP # CHARGED:

A02000 132012 62003 011 100.01 %

VIII JUSTIFICATION OR COMMENTS

Blue Bear accepted a job at another University.

IX APPROVAL

Major Administrator
Date

Director of Human Resources
Date

DEPARTMENT HEAD/DIRECTOR
Date

Dean
Date

HUMAN RESOURCES
1. Human Resources (White)
2. Financial Services (Blue)
3. Major Administrator (Green)
4. Dean (Yellow)
5. Department (Pink)
6. EO Officer (Goldwood)