New Mexico State University
Human Resource Services
Personnel Action Form (PAF)

ROUTING
Click Here to submit PAF. Copy text below into PAF Submission Form.

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Section: 1 — **REQUESTOR INFORMATION**

Requestor Name: Email: Phone: PAF Code:

Section: 2 — **EMPLOYEE INFORMATION**

Employee ID: _____ Employee Name (Last, First, MI): _____

Position#: _____ Suffix: _____ ECLS: _____ Org: _____

Section: 3 — **STATUS CHANGE (Do not complete Section 3)**

Term of Employment

Last Day: _____ Term Code: _____ Term Reason: _____

Leave of Absence

Leave Status: _____ Leave Type: _____

Effective Date (Actual Start or Return Date): _____ Expected Return Date: _____

Section: 4 — **JOB CHANGE INFORMATION (Only complete fields to be changed)**

Effective Date: _____ **Change Code:** _____

Job Start Date: _____
Job Stop Date: _____
Title: _____
FTE: _____
Default Shift: ☐Day ☐Swing ☐Graveyard

Differential Amount: _____
Salary/Hourly Rate: _____
Department Org#: _____
Reports to Position#: _____
Time Sheet Org: _____

Section: 5 — **REASON FOR CHANGE/COMMENTS**

Section: 6 (Must be completed) — **APPROVAL**

Required for Faculty: Dept Head/Dir, VP/Dean/CC President and HR Services • Required for Staff/Students: VP/Dean/CC President and HR Services

Dept Head/Dir (optional): ☐Authority ☐Designee Print Date

VP/Dean/CC President: ☐Authority ☐Designee Print Date

HR Services Print Date

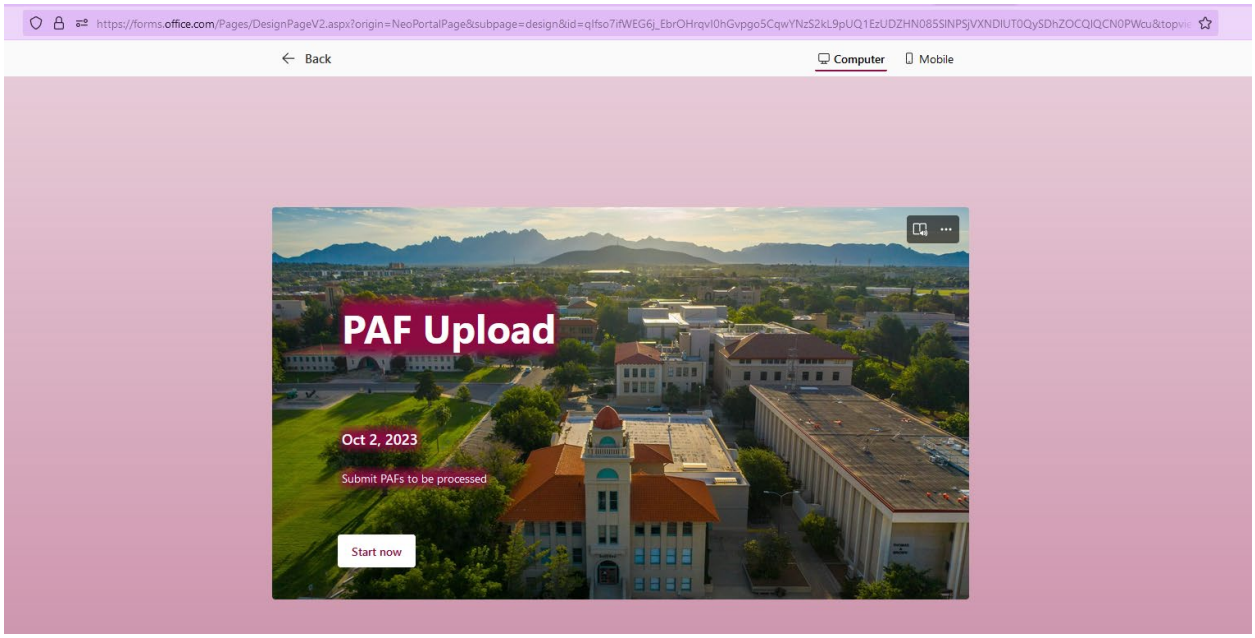
Internal Use Only

Data Payroll Pay Event Adjustment Budget

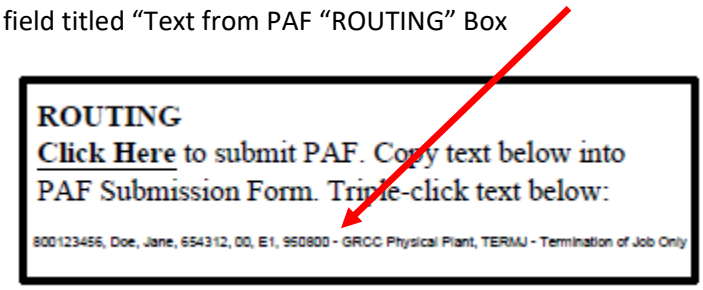
Reset Form Print Form

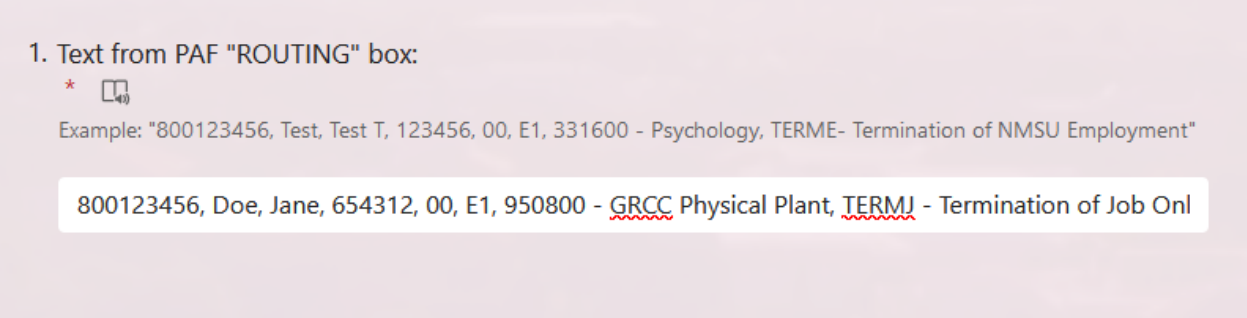
1. Complete Personnel Action Form (PAF) and save in preparation to submit (upload). As with current process, this includes combining supporting documents to the PAF.

2. In “ROUTING” Box, follow the “Click Here” link to the new PAF Submission Form

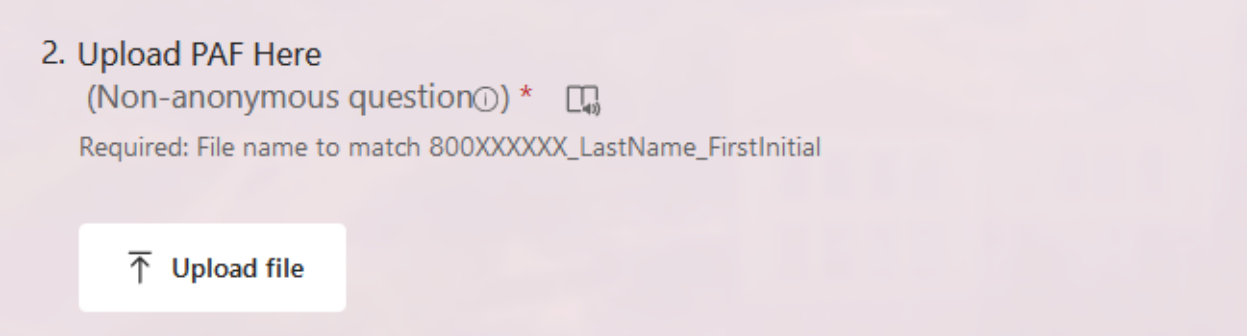


3. Triple click the long small string of text, copy (CTRL + C), and then paste (CTRL + V) the text into field titled “Text from PAF “ROUTING” Box

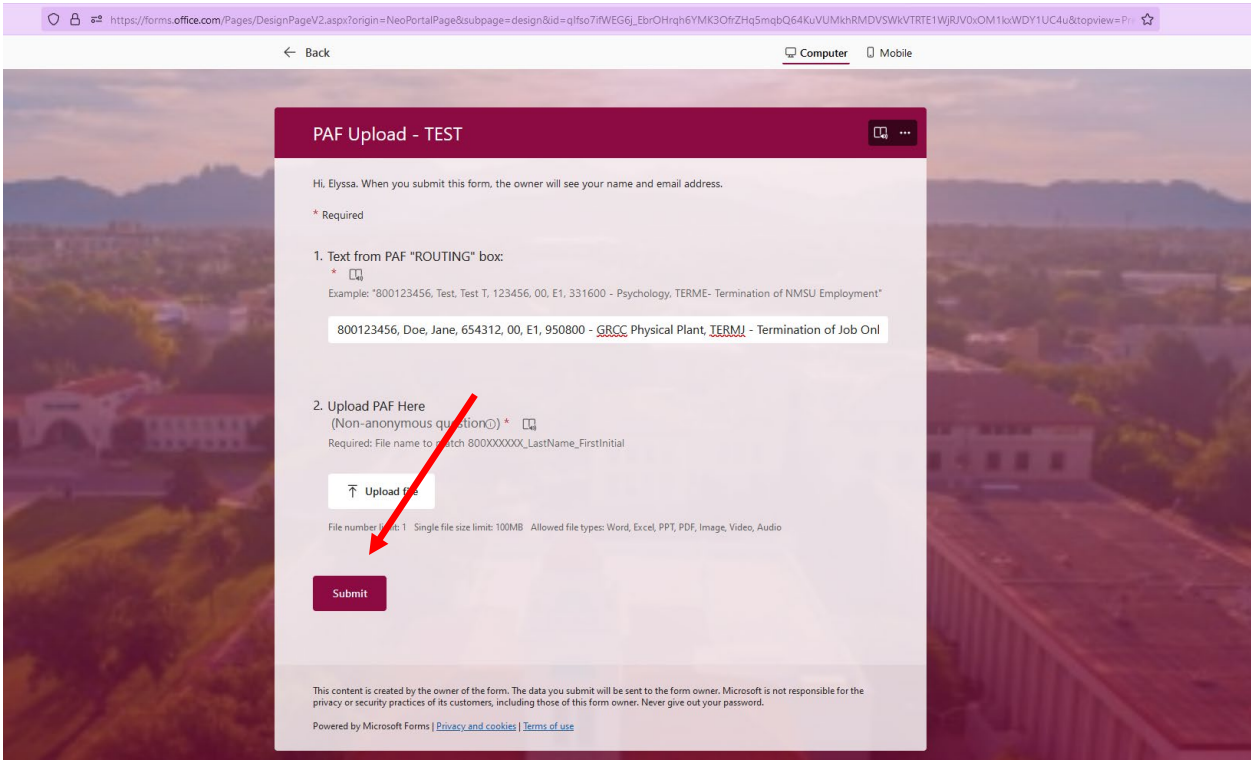




4. “Upload” and attach the PAF. Naming of the file should be as follows “800XXXXXX_LastName_FirstInitial_” additional information can be added after the employee’s first initial.



5. Click “Submit”



Once the PAF has been submitted, it is sent to the Employment & Comp team for processing as per current process.