



## **Completing the City of Bowie Personnel Action Form (PAF) (11/10/04)**

The new PAF contains six "**sections**". The following is a **section-by-section** description of the information that needs to be included. Incomplete or **inaccurate** information on this form can delay the implementation process.

- 1 - General Hiring Information
- 2 - New or Change Employee Information
- 3 - Payroll Status
- 4 - Additional Pay Information
- 5 - Special Instructions
- 6 - Approvals

1	SSN#	Empl ID	Empl Recd #	Last Name	First Name	MI
	Job Req #	Empl. Phone	Depart. Code	Full Department Name		

<b>Effective Date (MM/DD/YYYY) :</b>							
<b>New/Existing</b>		<b>TO</b>			<b>Change</b>		
2	Position	<input type="checkbox"/> New <input type="checkbox"/> Existing			<input type="checkbox"/> New <input type="checkbox"/> Existing		
	Job Title:						
	Rate of Pay	Hourly \$	OR	Bi-Weekly \$	Hourly \$	OR	Bi-Weekly \$
	Annual Rate of Pay	\$			\$		
	Benefits?:	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>Check Applicable Changes in Payroll Status:</b>					
3	<input type="checkbox"/> New Hire	<input type="checkbox"/> Promotion	<input type="checkbox"/> Demotion	<input type="checkbox"/> Transfer	<input type="checkbox"/> Retirement
	<input type="checkbox"/> Termination	<input type="checkbox"/> Resignation	<input type="checkbox"/> Budget Increase	<input type="checkbox"/> System Adjustment	<input type="checkbox"/> Temporary
	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Contract Labor	<input type="checkbox"/> Suspension	<input type="checkbox"/> Hourly Wage	<input type="checkbox"/> Certification Increase

<b>For Additional Pay Information Only</b>			
4	Add't Pay Goal: \$	Bi-Weekly Amount: \$	Desc:

<b>Special Instructions</b>	

6	Department Head Approval	Date
	City Manager Approval	Date
	Received by Personnel	Date
	Received by Finance	Date

## **1- General Hiring Information**

**SSN** - Employee's social security number.

**Empl ID** - This number will be assigned when employee is hired into the system.

**Empl Rcd #** - For use when employee has more than one appointment.

**Last Name** - Employee's last name.

**First Name** - Employee's first name.

**MI** - Employee's middle initial

**Job Req #** - If a New Hire, indicate which job requisition number the hire was made from.

**Empl. Phone** - Phone number where employee can be reached during business hours, include area code.

**Depart. Code** – Numeric departmental identifier assigned by Finance for budgetary purposes.

**Full Name of Department** - (i.e. – Human Resources, Police, Street, Electric Department)

## **2- New or Change Employee**

This part of the form is used to add a new employee to a position or to change specific information pertaining to an employee currently appointed to a position. Section has two parts "New/Existing" and "Change". The "New/Existing" section is used to list new or existing employee information. All items under this heading must be filled in when adding a new employee or changing information on an existing employee.

**Effective Date** - Enter date information will take effect (**used for all sections of the form**)

**Position** - Enter the type of employee's position.

**New / Existing** - Indicate with an "x" whether position is "new" or "existing" (i.e. – all positions will be existing except those that you have just had added by the City Manager or City Council)

**Title** - Enter official title for the position.

**Rate of Pay** - Enter hourly or bi-weekly rate employee is to be paid.

**Annual Rate of Pay** - Enter annual rate employee is to be paid.

**Benefits** - Indicate whether the position is benefits eligible by putting an "x" by "yes" or "no" (employees are benefits eligible if they have or will work 1,040 hours annually)

The "**Change**" portion is used to list only data that needs to be changed. See "New/Existing" section for data entry instructions.

## **3- Changes in Payroll Status**

This section deals with the applicable changes in payroll status. Enter the reason why the change is being made.

#### **4- Additional Pay Information**

Used for a temporary increase in pay that is not considered part of employee's base pay (i.e. – interim title) or additional pay based on educational or certification pay.

**Add't Pay Goal Amt** - Enter additional pay amount.

**Bi-Weely Amt** - Enter bi-weekly amount of additional pay

**Desc**- Enter brief description of additional pay (if more space is needed to explain why employee is receiving additional pay, use the remarks section)

#### **5- Special Instructions**

This section will be used to document special instructions that should be applied to this personnel action.

#### **6- Approval**

This section requires the signature of the department head and the signature of the City Manager. There is also a space for the personnel office and finance office to sign upon receipt of the personnel action form.