

Personnel Action Form

POLICY: Personnel Action Form		CUSTODIAN:	Special Projects
POLICY NUMBER:	300.42	REVIEW DATE:	11/2020
APV'D DATE:	11/17/2020		
EFFECTIVE DATE:	11/17/2020		
REFERENCES: Hiring Policy, Employment Classification Policy, Salary Schedule Policy			

Part 1. Policy Background and Purpose.

To authorize the payroll department to make changes with employees, White Earth Tribal and Community College (WETCC) uses the Personnel Action Form (PAF).

Part 2. Definitions.

Fund Code-The number assigned by the finance department to specify a budget.

Separation-Termination of employment by either WETCC or employee.

Rate of Pay-What the employee earns for compensation.

New Employee-Employee who is new to WETCC.

Part 3. Responsibility.

The responsibility to complete a PAF will vary, depending upon the action being taken:

- 1) New Employee – For all new fulltime employees, the Human Resources (HR) Technician will process the PAF.
- 2) Adjuncts-The Human Resources (HR) Technician is responsible to process the PAF after the academic contract is received.
- 3) Fund Code Change –
 - a. The Grant Manager assuming liability is responsible for funding code changes of employees who are funded (or are proposed to be funded) by grant programs. The Grant Manager must ensure only authorized employees are charged to the applicable grant and expenditures are within allowable costs outlined in the grant.
 - b. The Director of Finance is responsible to initiate funding code changes employees who are funded (or are proposed to be funded) by WETCC General Fund.
- 4) Rate of Pay Change – The HR Technician will initiate the PAF and increase worksheet with the employee information and new rate of pay. The supervising Director is responsible to ensure all paperwork is completed and will list the proper funding code(s).. The HR Technician will acquire all the necessary signatures once the supervising director signs the form and will upload the PAF into the secure portal for the payroll company.

- 5) Separation – Upon notice of termination, the supervisor must notify the HR Technician who will then process the PAF.
- 6) Other Action – The supervisor is responsible to notify the HR Technician of the “other action” and the HR Technician will process the PAF.

The HR signature confirms the action is in accordance to approved policies.

The HR Technician is responsible to upload the PAF into the payroll secure portal.

The HR Technician is responsible to route PAFs for the appropriate signatures and inform the Supervising Director and Payroll as soon as the PAF has been processed.

The Supervisor is responsible to review the information contained on the PAF and certify accuracy by signing the PAF form.

The Grant Project Director signature is the Grant Manager, if the action has an impact on grant funds (i.e., funding code changes, pay rate changes, hires or separations); the Grant Project Manager’s signature acknowledges the action and the impact on grant funds.

The Grants Manager and Director of Finance is responsible to periodically review payroll funding codes to identify any discrepancies and report the discrepancies to the supervising director and President.

The President is responsible to approve the action with their signature.

The Human Resources Technician, Special Projects Director and the Finance Director are all responsible to review actions and notify the President of anything that does not appear to be in accordance to policies, procedures, or practices.

Part 4. Policy

Any change impacting an employee must be authorized on the PAF before any changes can be made by payroll. Under no circumstances will funding code, position, employment classification, or pay rate changes be made without a fully executed PAF.

Part A. New Employee.

The Human Resources Technician will gather all necessary information on new employees and open a Personnel File. Most information is personal to the individual employee. Salary and employment classification (probation, full time, part time, temporary, permanent, or seasonal) is determined according to the approved salary schedule and the funding code is determined by the Grant Manager.

Part B. Fund Code Change.

The funding code change may be initiated by a Grant Manager or Director of Finance, as specified under Responsibilities.

Part C. Rate of Pay Change.

Pay rate changes must be in accordance to approved policies.

Part D. Separation.

Upon notice of separation, the supervising Director must notify the HR Technician, who will initiate the PAF.

Part E. Other Action.

An employment action resulting in reclassification, suspension or a leave of absence will be documented on the PAF. The HR Technician is responsible to initiate the PAF.