UNIVERSITY OF NEVADA RENO

Human Resources/Payroll Action Form (PAF)

This is a Human Resources/Payroll document only, and does not constitute a contract or terms of employment.

Prepared By

Last, First MI

Name

Effective Date

ID

Campus

Term

Employee Type

Rank/ Range

Rank/ Range Date

Vice President

College

Dept Code

Dept Name

Contract Amount

Base Sal

Pos No

Begin Date

End Date

Job Class Code

Job Title

	Account Number	Earnings Code	Hourly or Pay Amount	% of FTE	Payroll Start Date	Payroll Stop Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Retirement Code

FICA Code

Cert Method

Inst Hire Date

System Hire Date

Appointment Status

FTE %

Pay Rate

VISA Type

VISA Ctry

Work Elig Exp Date

COMMENTS: TYPE OF ACTION: (DESCRIBE IN COMMENT SECTION) ☐ New Appointment ☐ Reappointment ☐ Revision ☐ Separation

ACTION CODES:

POSITION CONTROL/BUDGET _____ DATE _____

SUPERVISOR _____ DATE _____

RECOMMENDING AUTHORITY _____ DATE _____

APPOINTING AUTHORITY _____ DATE _____

HUMAN RESOURCES _____ DATE _____