



# Human Resources/Payroll Action Form (PAF)

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

University of Nevada, Reno  
Statewide • Worldwide

Prepared By \_\_\_\_\_

Name \_\_\_\_\_  
Last, First MI

Effective Date \_\_\_\_\_

**SPECIAL CONDITIONS FOR CLASSIFIED EMPLOYEES ONLY:**

This box must be checked and initialed upon initial hire and when time limits are renewed.

Employee is not eligible for layoff rights per NAC 284.425.

ID \_\_\_\_\_

UNR

Campus \_\_\_\_\_

Employee Type \_\_\_\_\_

Term \_\_\_\_\_

Vice President \_\_\_\_\_

College \_\_\_\_\_

Dept Code \_\_\_\_\_

Dept Name \_\_\_\_\_

Contract Amount \_\_\_\_\_

Base Sal \_\_\_\_\_

Pos No \_\_\_\_\_

Begin Date \_\_\_\_\_

End Date \_\_\_\_\_

Job Class Code \_\_\_\_\_

Job Title \_\_\_\_\_

Grade \_\_\_\_\_

Step \_\_\_\_\_

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 \_\_\_\_\_

State Hire Date \_\_\_\_\_

Pay Progression Date \_\_\_\_\_

Appointment Status \_\_\_\_\_

FTE % \_\_\_\_\_

Pay Rate \_\_\_\_\_

Rate Code \_\_\_\_\_

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

Employee must complete all of the following before this document is accepted by the Nevada System of Higher Education.

I \_\_\_ am \_\_\_ am not retired under the Public Employees Retirement System (PERS).

I \_\_\_ am \_\_\_ am not currently required to have a Visa to be employed in the United States. If so, specify Visa Type and Expiration Date \_\_\_\_\_.

I \_\_\_ am \_\_\_ am not currently employed by the Nevada System of Higher Education (University of Nevada Las Vegas, University of Nevada Reno, Community College of Southern Nevada, Truckee Meadows Community College, Western Nevada Community College, Great Basin College, Nevada State College, or the Desert Research Institute) on another campus. If so, specify campus and job title below:

I accept all the conditions listed on this document.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE