

# GRAMBLING STATE UNIVERSITY

## OFFICE OF HUMAN RESOURCES

### INSTRUCTIONS FOR COMPLETING PERSONNEL ACTION FORMS

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**Note: Refer to these instructions/descriptions when completing the Personnel Action Forms (PAFs).**

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**1. Employees of Grambling State University are classified as is either:**

- a. Classified** – an employee appointed to a position under the jurisdiction of the State of Louisiana Department of Civil Service.
- b. Unclassified** – an administrative or professional staff person who holds their appointment at the pleasure or will of the University and the University of Louisiana Board of Supervisors.
- c. Faculty** – an employee who major responsibility is instructional.

**2. Personnel Action** – Specify Appointment Type or personnel change. Select the down arrow corresponding to the selected status (Classified, Unclassified, Faculty).

**a. Classified**

- i. Attainment of Permanent Status** – employee has successfully completed the probationary period
- ii. Detail to Special Duty** – employee is temporarily assigned to perform duties and responsibilities of a position other than the one to which he is regularly assigned
- iii. Demotion** – employee is moved from a higher Pay Schedule to a lower Pay Schedule
- iv. Labor Distribution Change** – Funding for position changes from one Fund/Org Code to another; usually needed for Grant funded positions
- v. JOB** – One to three year appointment; may be used for a temporary position such as one funded by a Grant for a specified period of time
- vi. Probational Appointment** – appointment of an employee to serve a working test period in a position; 6 to 24 months; non-competitive, may be used for classes such as unskilled labor, custodial, attendants and similar classes.
- vii. Promotion** – must have permanent status; meet the minimum qualifications; receives a meets requirements or higher on current PPR rating
- viii. Provisional Appointment** – temporary appointment of a person to a position in the absence of an adequate eligible list; maximum of 6 months only; appointee must meet minimum qualifications; appointee must take test as soon as possible
- ix. Restricted** – maximum of 6 months in a calendar year; may be used for substitution for another employee;

- x. **Reassignment** – change within a department from one job title to another job with the same minimum rate of pay

**b. Unclassified**

- i. **Acting/Interim** – employee serves in a position until a vacancy is filled on a regular basis
- ii. **Fixed Term** – 1 year appointment
- iii. **Labor Distribution Change** - Funding for position changes from one Fund/Org Code to another; usually needed for Grant funded positions
- iv. **Promotion** – change of a permanent employee from a position in one job to a higher paying position in another job
- v. **Regular – 12 month full-time** – employee works 40 hours a week
- vi. **Regular – 12 month part-time** – employee works less than 32 hours per week
- vii. **Reassignment** – employee changes from a position in one job to another position in a different job; both jobs have the same rate of pay
- viii. **Salary Adjustment** – adjustment to employee's pay rate
- ix. **Temporary Unclassified – full-time** – employee works 32 hours or more a week
- x. **Temporary Unclassified – part-time** – employee works less than 32 hours a week
- xi. **Temporary Unclassified – 4.1.d.1** – employee is hired to work on a special project, generally for 3 months or less; must have prior approval from the Department of Civil Service

**c. Faculty –**

- i. **Fixed Term Appointment** – 1 year appointment
- ii. **Promotion** – change in rank or title
- iii. **Regular 9/10 month (Full time)** – instructors; Assistant Professors and above on tenure-track
- iv. **Salary Adjustment – Educational Increase** – increase in salary due to attainment of advanced degree
- v. **Salary Adjustment – Merit** – adjustment to pay based on performance or other equity basis
- vi. **Temporary Adjunct** - Less than 9 months
- vii. **Temporary Adjunct** – faculty hired for 1 Semester
- viii. **Temporary Adjunct** – Full-time – employee receives contract pay for instructional duties
- ix. **Temporary Adjunct** – Part-time - employee receives contract pay for instructional duties

- 3. **Name** – State employee's last, first and middle name.
- 4. **Highest Degree Held** – Indicate highest degree attained by employee.
- 5. **Additional Training** – Certifications (if any)
- 6. **Effective Date of Appointment** – Date employee is to report to work.

**Extended Through** – Temporary appointments must end on or before June 30 of the current fiscal year and a new Personnel Action Form for continued employment beginning July 1 must be submitted (*exception:* positions funded by Grants extend through the Grant Year)

7. **Proposed Status: Rank or Title** – Job Title, professorial rank
8. **Campus Percent Effort:** If part-time employee, indicate campus percent; otherwise, select Full-time (100% FTE)
9. **Tenure Status** – Faculty only
10. **Appointment Type:** Select Appointment type; if other, specify  
**Input budgetary information** - Fund, ORG, PRG, Position number, Monthly Rate and Annual Salary
11. **Last Incumbent** – Indicate the name of the last person to hold this position
12. **New Position** – Indicate yes/no.
13. **Department where employee will actually work:** Employee's home department
14. **Electronic Timesheet Approver** – For unclassified staff and faculty – The department head or direct supervisor of the employee.
15. **Transferring from another state agency** – Indicate yes/no.