1. **STATEMENT OF POLICY:**

   The Personnel Action Form (PAF) is the form used to recommend or record staff personnel actions or changes in personal and/or demographic information. The Academic Action Form (AAF) is the form used to recommend or record faculty personnel actions or changes in personal and/or demographic information.

2. **POLICIES/PROCEDURES:**

   A PAF or AAF is used to recommend or record personnel actions or changes in personal and/or demographic information, including but not limited to:

   - Employment (employment, reemployment or reinstatement);
   - Changes (personal data or job-related actions);
   - Leave of absence (and return from leave of absence or inactive status);
   - Separation from employment (resignation, release, layoff or death).

   A personnel action may not take effect until the PAF/AAF has been signed by appropriate management within the University or his/her designee or, where appropriate, Human Resources.