

Personnel Appointment Form (PAF)

The Personnel Appointment Form is to be used any time a person is offered a new contract. A PAF should be used for initial hire on all regular administrative and classified employee as well as Adjunct Faculty contracts and replaces any existing contracts when submitted. A new PAF should be submitted anytime there is a change which requires a new contract agreement (salary or terms of contract). A PAF should also be submitted along with regular faculty contracts through the Provost office.

Completing the PAF:

- **PPAIDEN** - Complete all sections on PAF beginning with Banner ID through Department Name, using drop down tab when prompted.
- **PEAEMPL** – Use drop down to select type of contract, current hire date, home department organization code, and timekeeping organization code.
- **PPAGENL** – complete if applicable
- **NBAJOBS** – Use drop down and select job information and pay information, complete job title section, begin pay date (should be hire date for regular administrative and classified employees), position number, and salary to be paid.
 - The monthly salary should be used for contracts that are paid over a specific period (like adjuncts) and the annual salary should be used when it is a regular benefited position (like administrative, classified or faculty).
 - For Adjunct Faculty contracts, pay dates are 10/1 through 12/31 (fall semester) or 2/1 through 4/30 (spring semester). Any begin date other than the 1st or any end date other than the 30th or 31st will result in proration of pay.
 - For Adjunct contracts that are not being paid using credit hours, an Hours Verification Form must be attached verifying the clock hours committed for the payment. The Hours Verification form is located on the Human Resource Services [Forms](#) page.
- **REMARKS** – Any information you can provide about the type of payment and terms is applicable for this section.
- **Select the type of contract applicable and complete any sections that have blanks or radio buttons.**
- **The employee must verify by marking “am” or “am not” whether they are a regular employee (regular employee is a benefited employee with retirement etc.).**
- **The employee must sign and date the PAF contract.**
- **Once signed, the contract should be forwarded for appropriate signatures.**