

PERSONNEL ACTION FORM (PAF)

EMPLOYEE DATA

CLASSIFICATION (checkone) Faculty Staff PostDoctoral Scholar/Fellow Research Scholars

Reason for Termination(check one)

Voluntary Termination	Involuntary Termination
<input type="checkbox"/> Resignation	<input type="checkbox"/> Layoff

INSTRUCTIONS FOR SUPERVISORS

1. Supervisor/HRA should review the university's [Termination of Employment Policy](#) and [Termination of Employment Procedure](#)
2. Supervisor/HRA must complete the Personal Information Form (PAF) for all employees terminating from the university. This includes certifying the [Termination Checklist](#) items were completed. Employees who are transferring to another school or department within the university should not complete the PAF but supervisors should still review the Termination Checklist to ensure all Department items are returned
3. Email a copy of this form with attachments (if applicable) to the HR Records Office at hrrecords@csd.edu or drop off in person to Crawford Hall, Room 320.
4. If the required sections on the Personal Information Form are not completed, including the Termination Checklist Certification by the supervisor or representative

INSTRUCTIONS FOR COMPLETING PAF

There are four sections to the PAF: (1) Employee Data; (2) Contact Information; (3) Vacation Payout; and (4) Authorizations. Not all sections are required.

1. Employee Data Section (required)
 - Termination date is the date to be entered in HCM as the final date of employment.
 - Last day worked is the last date the employee was physically at work and working.
 - Last day paid is the last day counted towards the amount paid (for example, an employee on paid sick leave who then terminates would have a later date paid than the last day worked). These dates will often, but not always, be the same date.
 - Attach Letter of Resignation, if available.
 - If employee is not eligible for reemployment, you must have previously discussed and received approval from