

Personnel Action Change Form INSTRUCTIONS

The Personnel Action Change Form is used to submit changes or updates to existing PeopleSoft employee records (Empl Records). Information is entered in the non-shaded areas. The completed form is submitted to Human Resource Services for processing. Please do not submit this form electronically.

Enter the following information at the top of this form:

- Empl Name (employee's name)
- Empl ID (employee's ID #)
- Empl Rec # (# of record you are changing/ updating)
- Position #
- Position Title
- Empl Class
- Department # (of Employee)
- Department Name (of Employee)
- Union Code

The above information is accessible by viewing the employee's record in PeopleSoft under the 'Job Data' tabs. Information must be provided as reflected in PeopleSoft on the day the form is completed.

Table A: (Must be completed for all actions)

Note the personnel Action Reason(s) by marking the appropriate box(es) with an 'X'. Also, please note the effective date for the personnel action in the Eff Date column or follow the instruction as noted. The third column, 'Additional Instructions', provides further detail and lists. Information is entered in the non-shaded areas. The completed form is submitted to Human Resource Services for processing. Please do not submit this form electronically. Additional materials are needed to complete the Action. Please note that multiple personnel actions, with different Effective Dates, may be noted on one form, except for separation/terminations actions. Separation/Terminations must be submitted on a separate form and cannot be combined with other personnel actions or data changes.

Table B: (Must be completed for Separation / Termination actions only)

A Separation Reason must be noted with an "X" when a form is submitted to "end" an assignment. Table B further provides a section for entering the amount of accrued vacation to be paid out at Separation / Termination. Please include if the total entered indicates a total number of hours or a total number of days. If there is no accrued vacation to be paid out, a "zero" must be noted.

Please note: once an assignment is ended as a result of a separation/termination action, the PeopleSoft Empl Record will no longer be viewable by departments.

Table C: (Must be completed for all actions)

Note the data to be updated/changed by marking the appropriate box(es) with an 'X'. Current data related to a specific Empl Record can be found on 'Job Data' tabs (Tenure Status is the only field that resides elsewhere; it is on the 'Workforce Development' tab). In the column titled 'Change From', please enter the data that appears in PeopleSoft on the date you are preparing the form. Please enter the new data in the 'Change To' column. Note the applicable effective date in the Eff. Date column beside each update/change. Please note that multiple changes, with different effective dates, may be noted on one form, except for separation/termination actions. Separation/Terminations must be submitted on a separate form and cannot be combined with other personnel actions or data changes.

Table D: (Must be completed for all actions)

All changes to the Position Allowance Model (PAM) funding components that result from the actions noted on the PA-Change form must be communicated to FAB via a Position Change Order (PCO). Please e-mail a completed PCO to FabAdmin@uvm.edu. PCO are available on the FAB website at www.uvm.edu/~ofabweb/?Page=pmrecruit1.html. Please indicate if you have: a) No Changes, b) Changes; Updated PCO Emailed or c) Not Applicable (if this section does not pertain to your submission).

Comments:

Use this space to further explain the action(s) on this form. For example, you may want to include a lengthier description that is not captured elsewhere on the form.

Signatures:

Signatures and dates are required for the following: Person preparing the form, Supervisor of the Employee, and the Dean/ Appropriate Administrator as applicable.

Questions:

Please contact Human Resource Services at 802-656-3150 or HRSInfo@uvm.edu