

MONTANA TECH PERSONNEL ACTION FORM (PAF)

February 2020

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	☐ New Hire/Replacement				
	□ Visiting	Temporary			
	\square Change of Status				
	☐ Compensation	☐ Termination			

PERSONAL	Employee Name: Last	st First		Middle	Employee ID #	
INFORMATION	 Department	Campus Address (Building/Room #)		ding/Room #)	Campus Phone	
		New Hire: (All new hires must report to HR			CHANGE:	
	The state where physically working	☐ New Po☐ Replace	•	art- Time Post Retiree Adjunct	☐ Compensation ☐ Change of Status	
	Proposed Title/Rank: EFFECTIVE/START DATE FOR THIS ACTION					
CLASSIFICATION CONTRACT TYPE	Faculty - Tenure Track Faculty - Non-Tenure Track Visiting Professor/Inst(LOA)	Profession Classified	n al Te Te Te	emp-Custodian L emp-Dining Service	Letter of Appointment MUS Contract BOR Contract	
	Workman's Comp Classification: High Low	North Car Highland	s	sition Union Eligible?:	Yes No	
ASSIGNMENT STATUS	Check one: CLASSIFIED or TEMP Regular - Full-Time FTE %: Part-Time Regular, Limited to Part-Time-Occasional or Short-term Assign	_ Hours	☐ Academic☐ Academic☐ Fiscal Yea		FTE %: ne Hours	
	Period of Appointment or Service:	From:		To:		
NATURE OF ACTION	Check All that Apply: Compensation Appointment Foundation Supplements Reappointment Extra Compensation Summer Com Change of Status Promotion/Rank Change Salary Adjustment Merit Transfer Tenure Compensation Agreement		·	Separation/Termination Last Day Actually Worked: Retirement - Normal Retirement - Early Deceased Involuntary Termination During Probation Period		
HR/PAYROLL OFFICE USE ONLY LEAVE	Leave: From:to	□ Vacation e without Pay N ittent □ Spring Ser	No Benefits	☐ For Cause ☐ Non-Renewal ☐ Resignation ☐ Reason Unknowi ☐ Health Reasons ☐ Another Job	n Moved	
REPORTING/SUPERVISOR INFORMATION	Reports to:	Positi	on#:	Title:_		
SALARY INFORMATION	Compensation: Amount \$ Index Percentage 	2	Frequency 10 Month 12 Month Semester One Paym	Hourly - Biweekly Salary - Biweekly Salary - Monthly	OtherOE 4 PENSION PLAN (\$2.50) TEMP CARPENTER'S \$2 in lieu	
JUSTIFICATION OR COMMENTS						
HR/PAYROLL OFFICE USE ONLY						
Initial & Date:	Dept. Head/or Director	Date	VC of Adm	inistration & Finance	Date	
Position #:	, , , , , , , , , , , , , , , , , , , ,					
EClass:	Dean	Date	Director of	f Human Resources	Date	
Originals Bayroll	B Director CC: Budget Director					