Table 1: Personnel Appointment Terms and Definitions

<table>
<thead>
<tr>
<th>New Employee</th>
<th>A person who is new to Touro or a rehired employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement</td>
<td>A person who is new to Touro and/or is replacing an existing or separated employee.</td>
</tr>
<tr>
<td>Change</td>
<td>Changes to any active employee</td>
</tr>
<tr>
<td>Separation</td>
<td>Separation of employment</td>
</tr>
</tbody>
</table>

**Choose the Form You Need**

A. If the person you are adding is not currently working for, or has not previously worked for, Touro College:
   - Use the form *Personal Appointment Form - New Employee*.
   - See instructions in section 1.

B. When there is a change to an existing employee:
   - Use the form *Personal Appointment Form – Change*.
   - See instructions in section 2.

C. When an employee is separating from service (leaving Touro):
   - Use the form *Personal Appointment Form – Separation*.
   - See instructions in section 3.

1. **How to complete the New Employee Form**

   Related items are grouped together in sections.

   **New Position/Replacement Position**

   In the upper right corner of the form, select the appropriate option:

   - If this employee is *new* to Touro, select **New Position**.
   - If this employee is new and is replacing another employee, select **Replacement Position**.

1.1 **Employee Information Section**

   - Complete **Last Name, First Name**, and optionally **Middle Name**. (You must use formal names, not “familiar names”, but note: Human Resources will adjust formal name to match identification presented to Human Resources when applicable.)
How to Complete A Personnel Appointment Form (PAF)

- Choose **Home Business Unit** from the dropdown menu.
- Fill in the employee’s **Address 1, Address 2** (if needed), and **City**.
- Select a job type from the **Job Type** dropdown menu.
- Select a **State** from the dropdown menu and enter a **Zip Code**.
- Enter the employee’s **Home Phone, Mobile Phone, and Personal E-mail** address.
- Enter the Social Security Number in the **SSN** field with no dashes, only numbers.
- Enter the **Start/Effective Date** for the employee as mm/dd/yyyy, or select a date from the dropdown calendar.
- Leave Employee ID blank for all new employees. Human Resources will complete this information.

1.2 **Compensation Section**

- **Wage/Annual Salary**, enter the annual salary; or, for an employee that will be paid hourly wages, leave blank and go to **Wage/Dollars per Hour**.
- **Check Gross** will be automatically calculated.
- **Wage/Dollars per Hour**: for employees paid on an hourly basis, enter the hourly rate in dollars per hour; otherwise leave blank.
- **Hours per Week** must be entered for every employee, whether salaried or hourly.

1.3 **Work Allocation (When Applicable)**

The **Work Allocation** section is used only if the employee will work in more than one **Business Unit** or in more than one **Job Type**.

For each unique business unit or job type, the following must be entered:

- Select the **Business Unit** from the dropdown menu
- Select the **Job Type** from the dropdown menu
- Enter the percentage, %, of the employee’s time to be allocated to each entry.

Make sure the % column adds to 100%.

1.4 **Position Details Section**

Definitions of HR terms used in this section:

**Table 2: Full Time, Part Time I, Part Time II, and Hourly Classifications**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours/Week New York</th>
<th>California and Nevada</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>35 or +</td>
<td>38</td>
<td>40</td>
</tr>
<tr>
<td>Part Time I</td>
<td>30 to 34</td>
<td>30-37</td>
<td>N/A</td>
</tr>
<tr>
<td>Part Time II</td>
<td>20 to 29</td>
<td>20-29</td>
<td>N/A</td>
</tr>
<tr>
<td>Hourly</td>
<td>Less than 20</td>
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</tr>
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How to Complete A Personnel Appointment Form (PAF)

- Select a Job Title from the dropdown menu.
- Enter Job Title Details. (Optional)
- Select the appropriate Employment Classification from the dropdown menu
- Select the Workers Compensation category from the dropdown menu.
- Select an IPEDS classification from the dropdown menu.
- Enter the Immediate Supervisor ID# and the Immediate Supervisor Name. (If you are unaware of the Immediate Supervisor ID #, leave that field blank)

1.5 Budget: Data about Employee being Replaced (Optional)

The Budget: Data of Employee being Replaced section is used only if the new employee is replacing a previous employee in an existing, budgeted position. (The Replacement option at the upper right corner of the form must be selected.)

- Enter the Replaced Employee ID#.
- Enter the Name of Employee being replaced.
- Enter the Salary of Employee being replaced.

1.6 Prepared By, Comments, and Approval Signatures

The name of the person who prepared this form, and any comments, need to be entered before submitting the form.

- Enter your name in the Prepared by space.
- Enter any Comments.

1.7 Submit the Form

Print the form and have it signed by the Department Head and Dean/ Vice President under Approval Signatures.

(Make copies for your department’s records.)

Forward the approved copies to the Budget Department.

2 How to Fill Out the Change Form

Fill out this form when changing an employee’s position, employment status, compensation, business unit, hours to be worked, work allocation, or job title.

- If the employee’s position is being changed to one that replaces another employee, select Replacement Position in the upper right-hand corner of the form.
How to Complete A Personnel Appointment Form (PAF)

2.1 Employee Information

- Fill in Last Name, First Name, and optionally Middle Name (SUPPLY SUPPORTING DOCUMENTATION FOR ANY NAME CHANGES.)
- Select the business unit from the Home Business Unit dropdown menu.
- Select the job type from the Job Type dropdown menu.
- Enter the Employee ID.
- Enter the employee’s Home Phone, Mobile Phone, and Personal E-mail address. (FOR TOURO LAW, NEVADA, & CALIFORNIA ONLY)

2.2 Enter the Effective Date of the change as mm/dd/yyyy, or select a date from the dropdown calendar. Compensation

- In the Wage/Annual Salary box, enter the annual salary; if the employee will be paid hourly wages, leave blank and go to Wage/Dollars per Hour.
- The Check Gross is automatically filled in when you have entered the Wage/Annual Salary.
- Wage/Dollars per Hour: for workers paid hourly wage, enter their wage in dollars per hour; otherwise leave blank.
- Hours per Week must be entered for every employee, whether salaried or hourly.

2.3 Work Allocation (when applicable)

The Work Allocation section is used only if the employee will work in more than one Business Unit or in more than one Job Type.

For each unique business unit or job type, the following must be entered:

- Select the Business Unit from the dropdown menu
- Select the Job Type from the dropdown menu
- Enter the percentage, %, of the employee’s time to be allocated to each entry.
- Make sure the % column adds to 100%.

2.4 Position Details

Definitions of HR terms used in this section:

**Table 2: Full Time, Part Time I, Part Time II, and Hourly Classifications**

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- Select an IPEDS classification from the dropdown menu
How to Complete A Personnel Appointment Form (PAF)

- Select a Job Title from the dropdown menu.
- Enter Job Title Details (optional.)
- Select the appropriate Employment Classification from the dropdown menu:
- Select the Workers Compensation category from the dropdown menu.
- Enter the Immediate Supervisor ID# and the Immediate Supervisor Name.

2.5 Budget: Data about Employee being Replaced (Conditional)

The Budget: Data of Employee being Replaced section is used only if the new position is replacing a previous employee in an existing, budgeted position. (The Replacement Position option at the upper right corner of the form must be selected.)

- Enter the Replaced Employee ID#.
- Enter the Name of Employee being replaced.
- Enter the Salary of Employee being replaced

2.6 Prepared By, Comments, and Approval Signatures

Only the name of the person this form was prepared by, and any comments, need to be entered before submitting the form.

- Enter your name in the Prepared by space.
- Enter any Comments.

2.7 How to Submit the Form

Print the form and have it signed by the Department Head and Dean/ Vice President under Approval Signatures.

(Make copies for your department’s records.)

Forward it to the Budget Department with the approval signatures.

3 How to fill out the Separation Form

Fill out this form when an employee is separating from Touro employment.

3.1 Employee Information

- Fill in Last Name, First Name, and optionally Middle Name.
- Select the business unit from the Home Business Unit dropdown menu.
- Enter the Employee ID.
- Enter the Last Day of Work for the employee as mm/dd/yyyy, or select a date from the dropdown calendar.
How to Complete A
Personnel Appointment Form
(PAF)

- Select the **Reason for Termination** from the dropdown menu.
- **Is employee eligible for rehire?** Select **Yes** or **No** from the dropdown menu.

3.2 **Reason for Leaving – Comments**

Enter the reason for the separation and any comments in the **Reason for Leaving Comments** box.

3.3 **Prepared By, Comments, and Approval Signatures**

Only the name of the person this form was prepared by, and any comments, need to be entered before submitting the form.

- Enter your name in the **Department Head Signature** space.
- Enter any **Comments**.

3.4 **How to Submit the Form**

Print the form and have it signed.

(Make copies for your department’s records.)

Forward it to the budget department with the approval signatures.