

How to Complete A
Personnel Appointment Form
(PAF)

Table 1: Personnel Appointment Terms and Definitions

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

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.)

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- 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

Classification	Hours/Week New York	California and Nevada	Facilities
Full Time	35 or +	38	40
Part Time I	30 to 34	30-37	N/A
Part Time II	20 to 29	20-29	N/A
Hourly	Less than 20	Less than 20	Less than 20

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- 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.

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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

Classification	Hours/Week New York	California and Nevada	Facilities
Full Time	35 or +	38	40
Part Time I	30 to 34	30-37	N/A
Part Time II	20 to 29	20-29	N/A
Hourly	Less than 20	Less than 20	Less than 20

- Select an **IPEDS** classification from the dropdown menu

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- 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.

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- 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.