UCLA College | Social Sciences History

PERSONNEL ACTION FORM (PAF)

PERSONNEL ACTION

Requesting Action: Hire

Employee Name (Last, First, MI) Employee ID:

Effective Date: End Date: Email:

JOB DATA

Employment Type: Career

Job Title:

Hours Per Week: Appointment %:

Pay Rate: Step (if applicable)

Job Description / Notes

FUNDING

Account	CC	Fund	Project	Sub	%	Start Date	End Date

Fund Manager Signature: Date:

PI/Supervisor Signature: Date:

FOR DEPARTMENT HR USE

Position Reports to Position #:

Job Code

Pay Schedule Hourly FLSA Exempt