Human Resources Personnel Action Form

Form: PAF Created: Aug2013
Revised: 08/12/2025
HR Drive/Forms

Today's Date:	Activity Start Date:		Activity End Date:

Action Request: Choose an Action **Position Type:** Choose Position Type

Personnel Information: *Required for employee actions

*Employee Name:	*Banner ID:	Social Security:	DOB:	Gender:
Address:		Phone #:	Ethnicity:	Highest Degree:
*Email Address:	Work Phone #:	Citizenship:		Degree/s Field:
Emergency Contact Name:	Emergency Contact Phone #:		Union Eligible: Yes ◉ No ○	

Job Posting or New Hire Position Information

Job Posting Request: Internal ☐ External ☐ Both ☐ Attach job description		Previous Incumbent Name (if applicable):	
Salary Range: From: To:		Indicate where to advertise:	
Hiring Manager:		Faculty: Non-Tenure Track ☐ Tenure Track ☐	
New Position ○ Vacant Position ◉			
Full Time ☐ Part Time ☐ Other ☐	Non-FLSA Covered (Salaried Position) ○ FLSA Covered (Time Sheets Required) ◉	☐ Time Entry Required	
Job Title:		Position Number:	
Department Name:		Reporting Official:	
Campus Location: Remote ☐ Espanola ☐ El Rito ☐		Office Phone:	
Funding Source: I&G ☐ Grant ☐ Other ☐ Grant ProgramName: GrantExpirationDate:		Contract Term: Staff: 12 mos ☐ Other ☐ Faculty: 9 mos ☐ 10 mos ☐ 11 mos ☐ 12 mos ☐	
Work tag (Cost Center/Fund/Exhibit): Grant number (if applicable)	FTE:	Amount:	
Work tag (Cost Center/Fund/Exhibit: Grant number (if applicable)	FTE:	Amount:	
	(Must Equal Contract Amount)	Total:	
Notes:			

Compensation Information

Start Date:	Total Hours Authorized:		Pro-rated Amount:	
End Date:	Weekly Hours Authorized:		Annual Amount:	
	Hourly Rate: *(if applicable)*		Stipend:	
Pay Type: Choose a Pa			Total Contract:	

Budget Signature:		Date:		Executive Signature:	
Employee Signature:		Date:			
Supervisor Signature:		Date:			

Send all Personnel Action forms to humanresources@nnmc.edu. Incomplete forms will be sent back.

Route all signatures via Adobe Sign