

## **2A-16 PERSONNEL ACTION FORM**

The Personnel Action Form (PAF) is the official document for recording and transmitting to the personnel file each personnel action. The Personnel Action Form must be completed on or before a new employee's first day of work and submitted to the Treasurer's Office along with standard employment documents (W-4 and I-9). For existing employees, it must be completed for any and all personnel changes. This form is used to promote uniformity in matters affecting:

- Employment Status
- Position or Title
- Pay Rate – Salary, Supplement & Allowance
- Actions Affecting the Employee's Personal Information

**No changes of payroll or employment status for any employee may take place until a completed Personnel Action Form has been properly submitted to the Treasurer's Office, reviewed by the Auditor, and approved by the County Judge through Commissioners' Court action.**

Each Personnel Action Form becomes a permanent part of the employee's personnel file, and a copy is given to the employee. (See PAF Form)