POLICY

The Staffing Requisition Form and the Personnel Action Form (PAF) are the forms used to recommend personnel actions. The Staffing Requisition Form is used to request that recruitment begin for a new or vacant position. The PAF is used to recommend one of four types of actions:

- employment\(^1\) (reemployment or reinstatement);
- changes\(^2\) (personal data or job-related);
- leave of absence\(^3\) (and return from leave of absence or inactive status\(^4\));
- separation from employment\(^5\) (resignation, release, layoff or death).

The originating department or office recommends personnel actions. The Division Senior Vice Presidents and the Dean of the Law School are the authorizing officers for personnel actions. *A personnel action may not take effect until the PAF has been signed by an authorized officer of the University.*

Staffing Requisition and Personnel Action Forms are available in the Human Resources Offices at both campuses.

PROCEDURE

**Personnel Action Form Routing**

1. Department - Department Head signs line 15 and dates line 16. If the action involves an academic unit, the Dean must sign first.
2. Human Resources - Form is reviewed for accuracy in applying personnel and EEO policies.
3. Manager of Budgets and Reports (Westchester) or the Director of Fiscal Affairs (Law School) - Ensures action is within budget.
4. Division Senior Vice President (Westchester) or Dean of the Law School - Signs the form on the line that says “Authorizing Officer” and fills in the date on the line that says “Date Authorized”.
5. Human Resources - Distributes copies of the form to the various offices/departments.

**Staffing Requisition Form Routing**

1. Department - Department Head signs the next to the last line on the bottom of the form. If the recruitment involves an academic unit, the Dean must sign this line first.
2. Human Resources - Form is reviewed for accuracy in applying personnel and EEO policies.
3. Manager of Budgets and Reports (Westchester) or Director of Fiscal Affairs (Law School) - Ensures action is within budget.
4. Division Senior Vice President (Westchester) or Dean of the Law School - Signs the form on the line that says “Authorizing Officer” and fills in the date on the line that says “Date Authorized”.
5. Human Resources - Distributes copies of the form to the various offices/departments.

---

\(^1\) See EMPLOYMENT.
\(^2\) See CHANGE IN PERSONAL DATA.
\(^3\) See LEAVE OF ABSENCE.
\(^4\) See WORK STATUS.
\(^5\) See SEPARATION.