



HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: Employment	Number: 2194
Subject: Terminating Employee PAF	Issued: 2/24/2011
Applies To: All non-benefitted employees / temporary employees	Revised: 5/18/2011
Sources:	Page(s): 1 of 1

1.0 Purpose

To ensure that the ADP personnel system has the most updated/current information on university employees.

2.0 Policy

A Personal Action (PA) form must be completed for all personnel changes as well as terminating employees. If a PA has been submitted for an employee who is on extended leave, the employee will remain in the ADP personnel system.

An employee will be administratively removed from ADP by Human Resources for the following reasons:

- 1) A PA form has been sent by a department to initiate removal of any employee who is no longer working at the University.
- 2) For those temporary employees who have payroll inactivity for sixty (60) days or more and a PA form has not been submitted. After sixty (60) days of payroll inactivity, if the same employee is rehired, a new job posting will have to be submitted through PeopleAdmin..
- 3) Graduate Assistants (GA's) will be exempt from this policy.