



# How to create a Personnel Action Form (PAF) for a regular, benefitted position:

1. Navigate to the forms section of the TTU Human Resources website (<https://www.tntech.edu/hr/forms/>)
2. Scroll down to the Employment Forms section:

## EMPLOYMENT FORMS

- Adjunct / Special Term Faculty Application Form 
- Alternate Work Arrangement Agreement 
- Background Investigation Authorization Form 
- Form I-9 
- Job Analysis Questionnaire (JAQ) 
- Kelly Services - Request for Temporary Employee 
- Personnel Action Forms
  - For Regular, Benefitted Positions (**Please do not click Begin Signing unless you are actually entering a PAF**)
    - Non-Academic Personnel Action Form (PAF)
    - Academic Personnel Action Form (PAF)



3. Select either Non-Academic Personnel Action Form or Academic Personnel Action Form to begin the PAF.
  - a. Academic should be chosen for any positions that need to be approved by the Provost Office.
  - b. Non-Academic are all personnel employed in non-academic areas that do not report to Academic Affairs.
4. As the Initiator, you will need to enter your name and email along with the name and email of your Director and VP for Non-Academic PAFs or the Chair/Director and Dean/VP for Academic PAFs.

PowerForm Signer Information

Please use this form for all non-academic positions (i.e. positions that do not report through the Provost's office). Please ensure that all information is correct before submitting.

Please enter your name and email to begin the signing process.

Your Role: **Initiator - Non-Academic PAF**

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role: **Director**

Name:

Email:

Role: **Vice President**

Name:

Email:

PowerForm Signer Information

This form should be used for all position that have signing authority through the Provost's office. Please do not submit this form until you have identified all information is correct.

Please enter your name and email to begin the signing process.

Your Role: **Initiator - Academic PAF**

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role: **Chairperson/Director**

Name:

Email:

Role: **Dean/Vice President**

Name:

Email:

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5. Reminders:
  - a. Please have your information ready for the PAF before clicking the Begin Signing button as you cannot save the PAF and return to it later.
  - b. If you leave the system idle and it times out during your session (30 minute idle limit), you will have to start all over again with a new PAF.
  - c. The program charges for each PAF that is started (even when not completed), so please refrain from creating multiple PAFs as test documents.
6. After entering the proper contact information, select Begin Signing once you are ready to enter all the details for the PAF.

Begin Signing


7. Select the checkbox after reading the Electronic Records and Signature Disclosure and then select Continue to start filling out the PAF. If you have acknowledged the agreement before you may not have this option, simply select Continue.

### Please Review & Act on These Documents



Powered by **DocuSign**

\*Note - This message is NOT spam. It is being sent on behalf of Tennessee Tech Electronic Signature System DocuSign and requires your immediate action. You have a Personnel Action Form that needs your approval/signature.

 Please read the [Electronic Records and Signature Disclosure](#).


I agree to use electronic records and signatures.

**CONTINUE** OTHER ACTIONS ▾

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**Personnel Action Form**  
Office of Human Resources



**How to create a Personnel Action Form (PAF) for a regular, benefitted position:**

- As the Initiator, you will need to enter as much information as possible into the PAF. We suggest gathering all information needed prior to starting the PAF.

The screenshot shows the Tennessee Tech Personnel Action Form (PAF) with the following sections:

- EMPLOYEE INFORMATION:** Includes fields for Banner ID or SSN, Last Name, First Name, Middle, Prefix/Suffix, Street Address, City, State, Zipcode, TTU Box No., Email, Phone, and Campus Phone.
- PERSONAL:** Includes fields for Sex, Birthdate, Citizenship, Alien Authorized to Work, Hispanic/Latino, Race, and Edison ID (HR Only).
- JOB INFORMATION:** Includes fields for Effective Date, Expiration Date, Type of Appointment, Appointment, Classification, Status, Temporary Part-Time, Separation, and Type of Change.
- DEGREE INFORMATION:** Includes fields for Highest Degree, Institution Name, and Major.
- BUDGET/PAY INFORMATION:** Includes fields for Job Title, College/Division, and Department.
- NBA/JOBS:** A table with columns for Index Code, Position Number, Percent Employed, Annual Salary, Monthly/Hourly Salary, and Budgeted Salary.
- TOTALS:** A summary row for the jobs table.
- LABOR DISTRIBUTION:** A table with columns for COAS CODE, FUND CODE, ORG CODE, ACCOUNT CODE, PROGRAM CODE, and ACTIVITY CODE.
- REMARKS:** A text area for additional notes.

- Attachments can be added by clicking the paperclip at the bottom of the PAF:



Attachments may include: Request to Hire Memo, Moving Allowance Agreement, Signed Offer Letter, Faculty Qualifications Certification Form (FQC), Salary Calculation, Immigration Agreement, etc...

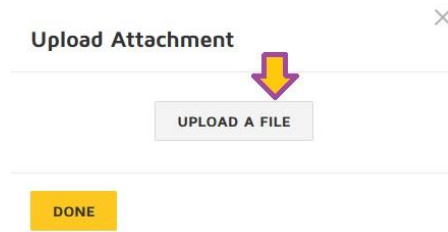
- Select Upload and Continue to upload your documents.

The screenshot shows the Attachments dialog box with the following elements:

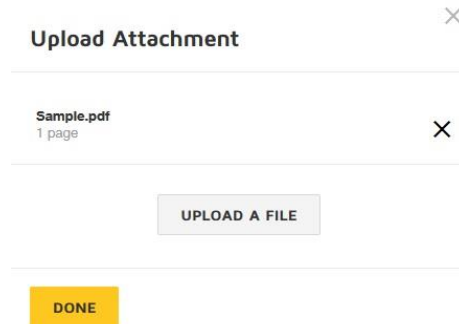
- Attachments** (Title bar)
- How would you like to add your attachments?
- Upload (with a yellow arrow pointing to it)
- Fax
- CONTINUE** (Yellow button with a downward arrow)
- CANCEL** (Grey button)

## How to create a Personnel Action Form (PAF) for a regular, benefitted position:

11. Select Upload a File to find the document you wish to attach:



12. After selecting the file and clicking Open, DocuSign will upload your attachment. If you would like to add another attachment select Upload a File, select Done to return to the PAF.



13. After entering and reviewing your information, select the Finish button. The Finish button will only be visible if all required information has been entered.



14. In order **to save a copy of the PAF**, please select Show Document and Print and/or Save.

