PIMA COUNTY
HUMAN RESOURCES

INSTRUCTIONS FOR UPDATED PERSONNEL ACTION FORM (PAF)

This form should **not** be used for:

1. **Leave Cases** - Leave Administration is handled by Pima County HR. The process for opening a Leave Case is outlined in **Administrative Procedure 23-38.**

   Please complete and submit the **Leave Administration Form**.

2. **SOPs** - Pima County Human Resources will not track Special Observation Periods.

Using the form:

3. **Personal Information** - this section needs to be filled out on every form and these are "required fields";

4. **Position** -
   Department - please remember we are no longer using **Hi-Orgs**. Use the attached crosswalk (this will also be posted on the ADP website) for the Department "shorthand";
   Program PPC – GL String - please contact Budget for the GL string you need;
   Supervisor or "Reports to" Changes
   For any change to the reporting structure, you will need to fill in the name, EIN, PCN and location of the supervisor. This may include: termination, retirement, or promotion. Without this information, HR will insert the name of the Department Director or Elected Official.

5. **Person Type** - We need to know if the employee is exempt or non-exempt. Please include the type of time entry used by the employee, e.g., time clock, time stamp or mobile phone;

6. **Compensation** -
   The Compensation Rate box needs to be filled in;
   The Pay Rule is a drop down;
   Special Assignment Pay ("SAP") is covered in Personnel Policy 8-102 (H):

   "Additional compensation may be authorized by the Board of Supervisors for certain employees who perform hazardous duty (duty which imperils or endangers an employee), or other duty under special circumstances. The Appointing Authority shall annually submit a request to the County Administrator with justification for the special assignment pay no later than July 1." (Emphasis added)

   Check "yes" or "no" to indicate whether the employee is receiving partial Special Assignment Pay and, if yes is selected, fill in the amount of the partial SAP;
   The "Type of Additional Pay" box is a drop down with the different types of additional pay allowed in Pima County.

7. **Other Information** -
   This box tracks probations, retirements and terminations. The "Retirement Plan" box is a drop down with all of the retirement plan options available to Pima County employees.
   Comments - Comments should be relevant to and explain the information on the form. Please do not use this section for personal comments.

8. **Signatures and Approvals** - Please print the form and then collect the necessary signatures. Some actions will require the approval of the County Administrator. Once all of the required information is filled in and the signatures have been collected, please scan and email the completed form to HR.Records@pima.gov.