



# ADMINISTRATIVE PROCEDURES

Procedure Number: 23-14

Effective Date: 03/06/1998

Revision Date: 01/26/2011

*C. Daniel Beery*  
County Administrator

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SUBJECT: **NEW HIRE, PROMOTION, STEP ADJUSTMENT AND TERMINATION PAFS**

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DEPARTMENT RESPONSIBLE: **Human Resources**

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## I. STATEMENT

All new hire and termination Personnel Action Forms (PAFs) should be hand-carried to Human Resources by 12:00 noon on the Thursday before the close of the payroll period. PAFs involving promotions and pay adjustments should be submitted in the same manner to ensure the employee is paid correctly in the appropriate payroll period. PAFs for Courts do not require the County Administrator's signature.

## II. PROCEDURE

### New Hires

- A. Any and all PAFs for new hires requiring the County Administrator's signature must be accompanied by a written justification and/or the PAF must already be signed by the County Administrator.
- B. Any new hire PAF that requires and does not have the County Administrator's signature, specifically hiring above the minimum of the pay range, may be delayed.
- C. For a new hire PAF properly signed, you should hand-carry the PAF to Human Resources. Human Resources will review the PAF and will deliver it to the Payroll Manager in a timely fashion.

### Promotions

- A. Any and all PAFs for promotions above five percent (5%) must be accompanied by a written justification and/or the PAF must already be signed by the County Administrator. Special note: If a promotion above 5% is a result of a salary matrix placement or is necessary to reach the minimum of the hiring or salary range, the County Administrator's signature is not required.

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- B. Any promotion PAF that requires and does not have the County Administrator's signature may be delayed and processed the following pay period, if approved.
- C. For a promotion PAF properly signed, you should hand-carry the PAF to Human Resources. Human Resources will review the PAF and will deliver it to the Payroll Manager in a timely fashion.

#### Pay Adjustments

- A. Any and all PAFs for pay adjustments require the County Administrator's signature, except for the Courts.
- B. Any PAF for a pay adjustment, as stated above, that does not have the County Administrator's signature may be delayed and processed the following pay period, if approved.
- C. For a PAF involving a pay adjustment, you may hand-carry the PAF to Human Resources. Human Resources will review the PAF and will deliver it to the Payroll Manager in a timely fashion.

#### Involuntary Terminations

PAFs for involuntary terminations must be hand-carried to Human Resources within three (3) business days of the effective date of the action. Human Resources will review the PAF and will deliver it to the Payroll Manager in a timely fashion.

### **III. COMMENT**

All PAFs, including the above, may be submitted via the County mail or delivered to the Human Resources receptionist desk, 4<sup>th</sup> Floor, Administration West, for processing. PAFs, submitted as stated above, will be processed in accordance with Human Resources internal procedures. Human Resources is not responsible for delays in mail room delivery. As stated previously, PAFs received after 12:00 noon on the Thursday before the close of the payroll period may be delayed and processed the following pay period, except for termination PAFs.