

UNIVERSITY OF VIRGINIA Position Action Form (PAF)

A PAF is used to establish, modify, or abolish positions for the following position types – Clinical Faculty, Teaching and Research Faculty, and Student. All positions must be established and all changes to existing positions must be submitted and processed **before** any hire transaction can be processed. **SEE INSTRUCTIONS FOR COMPLETING PAF.**

Submit the completed PAF to University Human Resources Consulting Services (HRCS), 918 Emmet Street or via fax at (434) 924-3156. For further assistance with the PAF, call HRCS at (434) 924-6371. For further assistance with Jobs@ UVa for Staff, Administrative and Professional Faculty or Professional Research Staff requests, call the HR Consultant assigned to your school/department.

Effective July 30, 2007, all salaried or wage Staff (including UVa Temps) and Administrative & Professional Faculty positions must be established, modified, or abolished using Jobs@UVa. Effective January 1, 2009 all Professional Research Staff positions must be established, modified, or abolished using Jobs@UVA.

Note: Incomplete documentation may result in forms being returned and/or may delay the timely processing of this request.

I. SCHOOL/DEPARTMENT INFORMATION

Organization: _____ Organization Code: _____

Contact Name: _____ Date: _____

Phone: _____ FAX: _____ E-mail: _____

II. REASON FOR REQUEST

Type of Position (*select one*):

Faculty (Teaching and Research or Clinical)

Student

Type of Compensation (*select one*): Salaried Wage

Proposed Effective Date: _____

Type of Request (*select one*): (*SEE DEFINITIONS, Page 3*)

Establish

Abolishment

Position Attribute Change(s)

Other _____

III. POSITION ATTRIBUTES FOR REQUESTED POSITION

A position attribute is a position characteristic.

POSITION ATTRIBUTES	CURRENT	NEW OR CHANGE
	<i>Applies to attributes of the current position</i>	<i>Applies to attributes of a new position or changes to the current position</i>
Organization Code		
Role (Job) Title		
Work Title		
Appointment Type <i>(For Faculty only)</i>		
Location of position		
Number of working hours per week		
Number of months per year <i>(Either 9, 10, 11, or 12)</i>		
End date of position <i>(See Page 3 for definition)</i>		
*Health Care License Required? YES or NO		
*Drug Testing Required? YES or NO		
*Telecommuting Approved? YES or NO		
*Alternate Work Schedule Eligible? YES or NO		

**Required for all position types.*

IV. POSITION AND EMPLOYEE INFORMATION

Please provide the **position number**, **employee name** and **employee number** for these types of requests: **Position Attribute Change(s)**, and **Abolishment**.

Position# _____ Employee Name/Employee Number: _____
(If vacant, please write "vacant")

Note: If position is soon to be vacated, please provide date of termination: _____

V. FUNDING SOURCE(S)

Check appropriate funding source(s) for position. *Note: This does not apply to Student positions.*

State

Research Grant

VI. COMMENT SECTION

For all position actions, specify detailed reason(s) for request.

VII. SIGNATURE APPROVAL

Department Head	Date
Major Area Head or Dean's Office	Date

VIII. UHR Employee Records Use Only

Approved Effective Date: _____

Updated Date: _____

Updated By: _____

DEFINITIONS:

Establish: The creation of a position assigned to a specific organization.

Abolishment: The deletion of an existing position assigned to a specific organization.

Position Attribute Change(s): A change to a position characteristic that is included within the fields of a position's record.

End Date of Position: If position has a fixed term that will require the abolishment of the position at the end of the term, indicate specific date to end position.

Revised January 30, 2009