

INSTRUCTIONS FOR COMPLETING POSITION ACTION FORM (PAF)

PURPOSE:

A Position Action Form (PAF) is used to establish and change positions the following position types: Clinical Faculty, Teaching and Research Faculty and Student. All salaried or wage Staff (including UVa Temps), Administrative and Professional Faculty and Professional Research Staff must be established, modified or abolished using Jobs@UVa. All positions must be established and all changes to existing positions must be submitted and processed before a hire transaction can be processed.

Departments and schools can assist UHR in the timely processing of request by ensuring that all forms are completed and all supporting documentation is attached. Incomplete documentation may result in forms being returned and/or may delay the timely processing of this request.

PART I: SCHOOL/DEPARTMENT INFORMATION

Organization: Indicate the name of your school/department.

Organization Code: The five digit numerical code for the organization in which the position is located. *For example, 20030 (for UHR).*

Contact Name: The designated person to contact regarding the submitted PAF and supporting documentation.

Date: The date PAF is completed by department or school.

Phone: The phone number for the designated contact person.

FAX: The fax number for the designated contact person.

E-mail: The e-mail address for the designated contact person.

PART II: REASON FOR REQUEST

Faculty (Teaching and Research & Clinical): A category of faculty positions (*F position #'s*) that have specific assignments that customarily require the conduct of instruction, research, or public services as a principal activity. Examples include academic rank titles such as professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks where the incumbents comprise an institutions academic college or colleges.

Student: A position for a person enrolled in a degree program with the University of Virginia.

Type of Compensation: (*Definitions*)

Salaried: Positions which receive partial or full-benefits.

Wage: Seasonal or temporary positions, paid by the hour, and limited to 1500 hours of work per agency in a consecutive 365 day period beginning on the anniversary of the hire date.

Proposed Effective Date:

Specify the date on which the transaction is to be effective in HRMS. All dates should be prospective and provide sufficient time for review. UHR will determine the final effective date. (See UHR policy "*UNIVERSITY COMPENSATION POLICY REGARDING THE USE OF EFFECTIVE DATES*" - <http://www.hrs.virginia.edu/policies/comp/effdates.html>)

Type of Request: (Definitions)

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

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

Position Attribute Change(s): A change to a position characteristic (*such as change of hours, work title, organization code*) that is included within the fields of a position's record in HRMS.

PART III: POSITION ATTRIBUTES FOR REQUESTED POSITION

A position attribute is a position characteristic that is included within the fields of a position's record. They are:

Organization Code: The five digit numerical code which identifies the organization in which the position is located. For example, *20030 (for UHR)*.

Role Title: A role title describes a broad group of occupationally related positions that represent different levels of work or career progression. For Teaching and Research Faculty, an example is Professor.

Work Title: An optional agency-specific or functional title that is descriptive of the overall purpose of a position.

Appointment Type: Formal category of faculty positions. They are Teaching and Research, Clinical Faculty, Professional, Administrative and Professional Research Staff.

Location: The location of the position being established or changed. For example, *HR-University of Va.*

Number of working hours/wk: The number of hours to be worked per week in the position.

Number of months per year: Indicate the number of months to be worked per calendar year.

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.

Health Care License Required?: If this position requires a health care license, indicate YES. If this does not apply, indicate NO.

Drug Testing Required?: If this position requires an employee to be drug tested before hire, indicate YES. If this does not apply, indicate NO. (*See UHR policy "High-Risk/Safety-Sensitive Drug and Alcohol Screening" -*

<http://www.hrs.virginia.edu/Policies/emplrel/drgalchscreen.html>)

Telecommuting Approved?: If position is approved to allow the employee to work away from the employer's premises one or more days a week and communicate by computer, telephone, fax machine, or other means, indicate YES. If not, indicate NO.

Alternate Work Schedule: A work schedule that differs from the standard work week (typically a five-day, 40-hour per week schedule), if such schedules are deemed to promote efficient agency operations.

PART IV: POSITION AND EMPLOYEE INFORMATION

Provide position number, employee name and employee number for the following types of requests: Position Attribute Change(s) and Abolishment. If position is vacant, please write "vacant" in the designated blank. If a position is soon to be vacated, please provide the date of termination in the designated blank.

PART V: FUNDING SOURCE(S)

Check appropriate funding source(s) for position. Funding source(s) will identify which position number category (*state, local, or research*) should be assigned to the position record.

PART VI: COMMENT SECTION

Please provide detailed reason(s) for the request explaining why the position needs to be established or changed. If possible, identify positions that have similar roles (comparators) both within/outside your specific organization. Additionally, provide any other information that will be helpful in processing this action.

PART VII: REQUIRED DOCUMENTATION FOR EACH POSITION TYPE AND WHERE TO FORWARD COMPLETED PAPERWORK

For Faculty (Teaching and Research; and Clinical Faculty), Professional Research Staff or Student: Forward completed PAF only to UHR Employee Records Management.

Messenger Mail: UHR Employee Records Management
918Emmet Street (Michie North)
P. O. Box 400127
U.S. Mail Address: University of Virginia
Charlottesville, VA 22904-4127

PART VIII: SIGNATURE APPROVAL

All forms must be signed by the authorizing official(s) before the PAF and supporting documentation can be reviewed by UHR. Departments are responsible for obtaining all required authorizing signatures (Major Area Head or Dean's Office) as designated by their chain of command.

Note: For further assistance on Faculty and Student requests, call UHR Office of HR Consulting Services at 924-6371.