

Personnel Action Notice (PAN)

Employee Name _____

Address _____

Department _____ Title _____

Type of Action

Hire Transfer Termination/Resignation Other _____

Effective Date _____

For new hires, name of employee being replaced _____

For all terminations, is this employee eligible for rehire? Yes No

Position Information *(please check one box on each line)*

Staff Faculty Adjunct Faculty Temporary: End Date _____

Full-Time Part-Time

Exempt Non-Exempt

12-month 9-month 10-month Other _____

Pay Rate \$ _____ Hourly Monthly Annually Semester

Department Code _____

For Adjunct Faculty, course(s) to be taught _____

Approval

Approval of Dean/Department Head _____

Approval of VP/Senior Manager _____

Approval of VP for Business, CFO _____

Background Investigation Complete? Yes No Initials _____ Date _____

NOTE: No offer of employment will be made until the background investigation has been completed/cleared in Human Resources. An employee may not begin work until this completed Personnel Action Notice has been approved and received in Human Resources.

Comments _____

Personnel Action Notice

Instructions

The new Personnel Action Notice (PAN) will replace the Personnel Requisition Form.

The PAN will be used to notify Human Resources of new employees, employees who are terminating their service to the University, and document changes to a current employee's status. This information is vital in maintaining accurate payroll records and monitoring conditions which can affect an employee's eligibility for benefits.

New Hires: Verbal offers of employment for staff positions will now originate from the Human Resources Office. (Offers of employment for faculty and adjunct faculty will continue to originate from the Office of the Vice President for Academic Affairs.)

1. Upon verbal acceptance of the position by the candidate, Human Resources will notify the Department Head/supervisor, who should then complete the PAN and obtain the required approvals.
2. Receipt of the completed and approved PAN in Human Resources will then generate either a contract (issued by the Office of the President) or a formal employment letter (issued by the Human Resources Office), depending on the type of position.

No offer of employment will be made until a background investigation has been completed and cleared in the Human Resources Office.

Termination/Resignation: The Department Head/supervisor should use the PAN once notified by an employee that he/she will be terminating employment with the University due to resignation or retirement. In cases of dismissal of an employee, approval must still be obtained from the division's senior manager or the Executive Vice President to protect the University's legal standing. Prompt notification of an employee's resignation will then generate procedures to begin the search for an appropriate replacement. This will also ensure that the departing employee's final payroll check is accurate and that he/she has been properly notified of their rights to continue benefits (COBRA, life insurance conversion, etc.).

Transfers: In those instances where a current employee has accepted employment within another University department, the PAN should be used to accurately record this change to ensure that staffing needs in both departments are met during the transition and to initiate procedures to fill the position being vacated. This information is also used for payroll purposes to correctly charge salaries in each department's budget. The Department Head/supervisor should use the Comments section on the PAN to note any additional information which may be helpful to the Human Resources Office.

Temporary Employment: These positions should have a definite start and ending date to be noted on the PAN. Those assignments that require an extension of the temporary employment must be communicated in writing to the Human Resources Office in order to continue the employee on payroll. Temporary employment may not exceed one (1) year. NOTE: These provisions do not apply to student employment. Please contact the Office of Financial Planning to arrange student employment. **As with other staff positions, a background investigation must be completed and cleared before the temporary employee is offered and begins work.**

For additional information or assistance in completing the Personnel Action Notice (PAN), please contact Lisa Ragsdale, Human Resources Coordinator at ext. 8710 or by email at lisa.ragsdale@wingate.edu.