

MEMORANDUM

**TO:** Don Pederson  
 Vice Chancellor for Academic Affairs

**FROM:** Tom Dorre  
 Interim Vice Chancellor for Finance and Administration

Dick Cottrill  
 Associate Vice Chancellor for Human Resources

**DATE:** October 11, 1993

**SUBJECT:** PAF Flow

Enclosed please find several attachments related to changes recommended in the processing of Personnel Action Forms (PAF's).

The only changes within the Division of Academic Affairs would be:

1. All PAF activity on Classified employees would go directly to the Budget Office from the Dean's Office.

The majority of Classified positions are in the budget. All classified appointments must have prior approval before filling. All classified promotions must have prior approval before filling. Merit increases for classified employees are budgeted. Terminations and changes in distribution (where there is no change in dollars) should not require any approval above the Dean's Office.

2. All Changes in Distribution for all employees would go directly to the Budget Office from the Dean's Office.

In those cases where the only change is in the distribution, with no change in dollars or title we did not feel that approval above the Dean's Offices should be required for any position including faculty and non-classified.

We estimate that these changes will eliminate the review of approximately 1,000-2,000 PAF's per year by your office with little loss of "control" and will "speed up" the processing of PAF's through the system.

In addition these changes will lend themselves to the BASIS TARGET "system" which will control the "approval flow" under the BASIS system.

We would further recommend that these changes be effective November 1, 1993.

Attached is a copy of summary of "PAF FLOW" and a proposed letter to go to the Dean's offices to announce the change. We do not believe that any training will be necessary in order to implement.

We would appreciate your review and approval of these recommendations and would be happy to answer any questions which you might have.

Thank you for your assistance.

enclosure

ACADEMIC AFFAIRS

PAF FLOW

Type of Activity	Who you send it to
<b>APPOINTMENT</b>	
Classified	Budget Office
Non-Classified/Non-Faculty	Reporting Chain *
Faculty	Reporting Chain *
Graduate Assistant (Including Senior GA)	Reporting Chain *
<b>TERMINATION</b>	
Classified	Budget Office
Non-Classified/Non-Faculty	Reporting Chain *
Faculty	Reporting Chain *
Graduate Assistant (Including Senior GA)	Reporting Chain *
<b>CHANGE OF STATUS</b>	
Classified	
Merit Increase	Budget Office
Change in Distribution	Budget Office
Transfer	Budget Office
Promotion	Budget Office
Demotion	Budget Office
LWOP	Budget Office
Change in Percentage of Appointment	Budget Office

Reporting Chain \* Indicates NO CHANGE from Current PAF Flow

**CHANGE OF STATUS -Continued**

**Non-Classified/Non-Faculty**

<b>Change in Distribution</b>	<b>Budget Office</b>
<b>Transfer</b>	<b>Reporting Chain *</b>
<b>Promotion</b>	<b>Reporting Chain *</b>
<b>Demotion</b>	<b>Reporting Chain *</b>
<b>LWOP</b>	<b>Reporting Chain *</b>
<b>Change in Percentage of Appointment</b>	<b>Reporting Chain *</b>
<b>Increase in Annual Salary</b>	<b>Reporting Chain *</b>

**Faculty**

<b>Change in Distribution</b>	<b>Budget Office</b>
<b>Transfer</b>	<b>Reporting Chain *</b>
<b>Promotion</b>	<b>Reporting Chain *</b>
<b>Demotion</b>	<b>Reporting Chain *</b>
<b>LWOP</b>	<b>Reporting Chain *</b>
<b>Change in Percentage of Appointment</b>	<b>Reporting Chain *</b>
<b>Increase in Annual Salary</b>	<b>Reporting Chain *</b>

**Reporting Chain \* Indicates NO CHANGE from Current PAF Flow**

DRAFT  
MEMORANDUM

TO: Dean's Offices

FROM: Don Pederson  
Vice Chancellor for Academic Affairs

DATE: October 11, 1993

SUBJECT: PAF Flow

Enclosed please find several changes related to the processing of Personnel Action Forms (PAF's).

The only changes within the Division of Academic Affairs are:

1. All PAF activity on Classified employees will go directly to the Budget Office.
2. All Changes in Distribution for all employees would go directly to the Budget Office.

These changes will be effective as of November 1, 1993.

We believe that these changes will "speed up" the processing of PAF's through the system with no loss of "control".

In addition these changes will lend themselves to the BASIS TARGET "system" which will control the "approval flow" under the BASIS system ( as you will recall BASIS is the new financial system being developed jointly by the Financial Division and Computing Services ).

Enclosed you will find a summary of "PAF FLOW" for various types of activity.

We appreciate your assistance and would be happy to answer any questions which you might have.

Thank you for your cooperation.

enclosure