

Form 20

# Kapi'olani Community College

## Personnel Action Form (PAF)

### Casual/Overload/Lecturer Appointment

Date: \_\_\_\_\_ Semester: \_\_\_\_\_ Warrant Distribution Code: \_\_\_\_\_

Department EAC #: \_\_\_\_\_ Department Name: \_\_\_\_\_

Supervisor ID#: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Contact ID#: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Hire Net #: \_\_\_\_\_ Number of Positions Available: \_\_\_\_\_

Hire Net Ad to Run: \_\_\_\_\_ to \_\_\_\_\_

Casual  Rehire  New Hire  Lecturer \_\_\_\_\_

Overload (Select the Rank and Attach Workload Commitment Form) \_\_\_\_\_

Please "X" this box if this is a revision and circle revision #. (Revision 1 2 3 4)

Reason for Revision

Name (Last, First, MI) \_\_\_\_\_ Title : \_\_\_\_\_

Incumbent Name (Last, First, MI) \_\_\_\_\_ Title: \_\_\_\_\_

Account Code: \_\_\_\_\_

Appointment Period From: \_\_\_\_\_ Appointment Period To: \_\_\_\_\_

Number of Hours: Per Week: \_\_\_\_\_ Total: \_\_\_\_\_ Credit Total \_\_\_\_\_

Rate of Pay:

Per Hour \$ \_\_\_\_\_ Max per hour \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_ Flat Fee \$ \_\_\_\_\_ Semester \$ \_\_\_\_\_

**How was pay rate determined?**

*(Primary position information is needed for Overload)*

Campus Code: \_\_\_\_\_ Postion: \_\_\_\_\_

FTE: \_\_\_\_\_ Rank/Step \_\_\_\_\_

**Section 1: Requested by:**

Account Code & Percentage	Course Title	Course Number	Dates Beg to End	Day / Credit	Time	Hour/ Amount	Cancel

**Employee Name:** \_\_\_\_\_

**Section 1 Continue:**

Account Code & Percentage	Course Title	Course Number	Dates Beg to End	Day / Credit	Time	Hour/ Amount	Cancel

**Description of Duties:**

**Education Level Required:**

**Months of Experience:**

**Justification for appointment and impact if not approved:**

**Approval/Disapproval of Appointment:**

<p><b>1a</b></p> <hr/> <p>Dept Chair/Coordinator <span style="float: right;">Date</span></p>	<p style="text-align: center;">RECOMMENDED/NOT RECOMMENDED</p> <p style="text-align: center;"><b>2</b></p> <hr/> <p>Vice Chancellor/Dean/Director <span style="float: right;">Date</span>            Funds are available to support this request</p>
<p><b>1b</b></p> <hr/> <p>Principal Investigator <span style="float: right;">Date</span>            (Contracts/Grant funding only)</p>	<p style="text-align: center;">RECOMMEND/NOT RECOMMENDED</p> <p style="text-align: center;"><b>3</b></p> <hr/> <p>Fiscal Authority <span style="float: right;">Date</span></p>
<p>APPROVED/NOT APPROVED</p> <p><b>4</b></p> <hr/> <p>Chancellor <span style="float: right;">Date</span></p>	<p style="text-align: center;">RECOMMEND/NOT RECOMMENDED</p> <p style="text-align: center;"><b>5</b></p> <hr/> <p>Human Resources Manager <span style="float: right;">Date</span></p>

**IF NOT APPROVED OR RECOMMENDED, INDICATE REASON(S)**