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## Personnel Action Documentation

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### **Scope**

This policy is applicable to all University of Nebraska at Omaha (UNO) employees.

### **Policy Statement**

UNO requires all personnel actions, including uncompensated personnel actions, to be supported with appropriate documentation through the Human Resources forms detailed here. Personnel action documentation must be completed and submitted in a timely fashion and include electronic or written signatures attesting to its completeness, accuracy, validity, and availability of funding. All individuals who are responsible for personnel transactions have a fiduciary responsibility to safeguard the assets of UNO and ensure the integrity of its records.

### **Reason for Policy**

To maintain proper internal and audit controls and to provide guidance to UNO employees regarding the accurate completion of personnel action documentation.

## Procedures

### Personnel Action Form (PAF)

This form is used when processing changes to monetary information, organizational assignments, or funding source information for personnel. Any permanent change to compensation, organizational assignments, or funding sources requires a budget transfer to be sent to the Budget Office. For instructions on how to complete a PAF please refer to the [UNO PAF Manual](#), [online PAF training course](#), or contact Human Resources.

### Personnel Data Form (PDF)

This form is used to submit changes to an employee's personal information, such as an address, education, and qualifications. Employees with questions about the form or in need of assistance to complete a PDF should contact Human Resources.

### Recurring/Additional Payment Form

This form is used to submit one-time payments for work performed outside the employee's normal duties or to process continuous pay on certain wage types. For questions or instructions on how to complete a Recurring/Additional Payment Form, please contact Human Resources.

### Approvals

Personnel action documentation shall, at minimum, include the signature of the document preparer and one other individual. An individual may not prepare nor sign their own personnel action documentation.

### Retention

Per Schedules 170-1-68, 170-1-70, and 170-1-75 of the *University of Nebraska Board of Regents Employment Records Retention Policy*, PAFs, PDFs, and recurring payments should be retained during employment and then 7 years after the date of employee separation. Per the Personnel Files 3.0 section of the *University of Nebraska Administration Human Resources Handbook for Policies*, PAFs and PDFs may be included in a personnel file.

## Forms

[Human Resources Forms Directory](#)

[Personnel Action Form Manual](#)

## Related Information

[Online Personnel Action Form \(PAF\) Instruction Training](#)

[University of Nebraska Board of Regents Employment Records Retention Schedule 170-1](#)

[University of Nebraska Administration Human Resources Handbook for Policies](#)

[UNO Principles of Financial Stewardship Policy](#)

[Executive Memorandum No. 19: Overload Assignments](#)

## History

New policy approved by the Senior Executive Leadership Team on July 6, 2022.

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