

INSTRUCTIONS ON COMPLETING FORMS

1. The Payroll/Personnel Action Form should be completed for the following actions:

- a. Appointments, or
- b. Changes, or
- c. Separations.

Preparers DO NOT and should not select more than of the above action types.

2. When selecting “other” please specify in the box below the reason that other has been selected.
3. Preparers will need to complete all appropriate fields, depending on the ACTION selected. Any questions on the fields that should be completed based on the action, please contact Human Resources representatives listed below.
4. Once the preparer completes the PAF and selects submit, he or she will then be asked to sign the document (i.e., initials listed at top of document) and enter the name and email of the appointing authority.

The preparer may also be the appointing authority. If so, please remember that you may need to sign as both the preparer and the appointing authority.

5. The appointing authority will receive notification and will be asked to for his or her signature.
6. Once the PAF is completed and all appropriate signatures obtained, the department will receive a completed copy of the PAF for your records.

Reminder:

- If you are unsure about how to complete a PAF and/or a PAR, please communicate with either your HR Liaison Rosemarie Frager RFrager@stamfordct.gov or Vanesa Francis Vfrancis@stamfordct.gov or Jackie Bogacki at JBogacki@Stamfordct.gov.