

Human Resources Action Form (HRAF)

User's Guide

Purpose

The Human Resources Action Form (HRAF) is used to initiate personnel actions for new employees and effectuate changes to existing employee records for faculty, librarian, professional staff, higher education manager, graduate assistant and project specialist titles.

The form is used for the following personnel actions:

- Appointment
- Promotion
- Leaves of Absence
- Separation
- Functional Title Change

The HRAF consists of five distinct sections: Demographic Information, Assignment Details, Leave of Absence, Separation and Approval Signatures.

Section 1 - Demographic Information

Enter all requested information, if known, for new employees.

Complete the Highest Degree Earned field for newly hired employees only, or in instances where a terminal degree is conferred to a faculty member after original date of hire. In addition, this information must be entered in instances where an advanced degree is earned by a non-faculty employee. Other types of personnel actions do not require an entry in this field.

The Highest Degree Earned field has a pull down tab that contains the following degree levels:

- **Bachelor's**
- **Master's**
- **Research Doctorate** – The following degrees are designated as Research Doctorates: Doctor of Philosophy, Doctor of Education, Doctor of Science and Doctor of Arts.
- **Professional Doctorate** – **Examples** include: Doctor of Counseling Psychology; Doctor of Clinical Psychology; Doctor of Music; Doctor of Nursing Practice and Juris Doctor.

The employee must provide an original transcript to Human Resources as verification of the information contained in the Highest Degree Earned field.

Section 2 - Assignment Details

Enter all applicable fields in this section for regular, temporary or interim appointments of new employees, as well as promotions, reclassifications, temporary or interim appointments and functional title changes for current employees.

Employment Status – This field is used to designate the employee named in the demographic section of the HRAF as New or Existing. A new employee has no current employment history with the University. Individuals who held positions as student or project employees are to be designated as a new employee.

Employment Category – The Employment Category provides a description of the various types of personnel actions the HRAF may be used to effectuate. Select the applicable category from the list below which describes the action being taken.

Tenure Track
One Year Only Appointment
Visiting Faculty
Regular Appointment
Promotion
Reclassification
Functional Title Change
Interim Appointment
Extension of Appointment
Temporary Appointment

Tenure Track – Tenure track appointments are applicable to full time faculty hires. Generally, tenure track positions are hired at year one of the tenure process. However, appointments to tenure track positions may be made at other than year one of the process with the approval of the Provost. Select the appropriate tenure track year from the available options.

One Year Only Appointment – A term used to describe a temporary appointment, usually associated with non-tenure track faculty positions, in which the duration of the appointment is not expected to exceed one academic year.

Visiting Faculty – Visiting faculty are usually faculty members from another higher education institution, who are temporarily employed by the University on a full or half academic-year basis.

Regular Appointment – Regular appointment is the term used to describe the employment of librarians and professional staff within the AFT bargaining unit as well as higher education managerial staff and project specialists, who are not covered by any negotiated contract agreement. Graduate Assistant appointments are also included in this category for the term of their initial appointment. Graduate Assistants appointed for an additional academic year or part thereof are assigned this employment category as well.

Promotion – Promotion is the advancement from a lower title and salary range to a higher title and salary range. Its use is applicable to actions involving faculty, librarian, professional and higher education managerial staff.

Reclassification – Reclassification is the assignment of a higher title to a currently filled or vacant position, based on significant and permanent changes to the duties and responsibilities of a position.

Functional (University) Title Change – A Functional Title Change is a change to the designated internal title assigned by management to another title which more closely aligns with the overall position responsibilities.

Interim Appointment – An Interim Appointment is the selection and appointment of a current employee to fill an existing vacancy, pending the outcome of a search process.

Extension of Appointment – Extension of Appointment provides for the continuation of a temporary or interim appointment beyond the initially approved timeframe.

Temporary Appointment – A Temporary Appointment is the employment of an external candidate, for a defined period of time, in the absence of the employee normally assigned to the position.

Action Type – Action Type is used to assign an individual to the appropriate employee group, based on the action being taken. The tab provides the following selection options:

Faculty - Full Time
Faculty - Percentage of Time
Librarian - Full Time
Librarian - Percentage of Time or Hourly
Management – Non Aligned
Professional Staff (AFT) – Full Time
Professional Staff (AFT) – Percentage of Time
Professional Staff (AFT) – Hourly
Graduate Assistant
Project Specialist

Note: “Date” fields in Sections 2, 3 and 4 of the HRAF must be entered in mm/dd/yyyy format.

Effective Date – Enter the date the personnel action becomes effective.

End Date – This field must be left blank if the personnel action being taken has no defined end date. Temporary, Interim, Visiting Faculty and One Year Only appointments must have an end date indicated on the HRAF.

Position Number – Enter the unique six digit number assigned by the William Paterson University Budget Office that identifies a specific title and defines the attributes of the position assigned to the number. This field may be left blank if the number is unknown.

Payroll (State) Job Title – Enter the official State Title for the position (generic title, i.e. Assistant Professor 22, Director 2 SC, Assistant Director 2 SC, Professional Services Specialist 1, SC).

Functional (University) Title – A Functional Title is the designation of an internal title assigned by management within a department which identifies or closely relates to the overall position responsibilities. Faculty and Graduate Assistant positions should not be assigned a functional title.

Salary Range – A Salary Range contains compensation limits, which equates to minimum and maximum pay rates for a Payroll Title, and are determined by the State for all titles, except for Higher Education Management (HEM) and Project Specialist.

- Enter the corresponding Salary Range for the Payroll Title used.

Salary Step – For AFT bargaining unit employees there are twelve (12) steps within each salary range.

- Enter the appropriate step which corresponds to the annual salary offered. This field is left blank for faculty on “X” range as well as HEM and Project Specialist titles.

Annual Salary or Hourly Rate of Pay

1. AFT titles - Annual salary is based on the current AFT contract salary schedule in effect with the exception of “X” range salaries.
 - a. Enter the actual annual salary which corresponds to the salary step selected
2. Non-aligned titles – As determined by management.
3. Hourly rate of pay as determined by the biweekly salary divided by 70 hours (total number of hours in a pay period).

Appointment Percentage – Designate Appointment Percentage as 100% unless hours worked will be less than full time, i.e. 50%, 60% or 75%; the appropriate percentage must be listed on the HRAF.

Fund Organization Account Program (FOAP) – The FOAP is the approved funding source for a budgeted position.

Comments – Enter any clarifying information necessary. For Graduate Assistant appointments enter the supervisor’s name and Banner ID number.

Former Payroll (State) Title – Provide Payroll Title prior to promotion, reclassification or other title change, if applicable.

Former Functional Title – Provide functional title used with Payroll Title identified above, if applicable.

Section 3 - Leave of Absence

Leaves of absence are requested and approved in advance except in instances of emergency situations. The drop down menu for this field contains the following Leave types:

- **Medical** – Medical may be with or without pay based on available earned time balances and such status is reviewed and confirmed through the Office of Payroll and Employee Benefits. Leave Start and End dates are substantiated with medical documentation.

- **Sabbatical** – This type of leave is exclusively for use by faculty members and librarians. Sabbaticals may be taken on a semester or full academic-year basis.
 1. Enter the appropriate sabbatical start and end dates, semester and academic year in the fields provided.
- **Personal** – Enter the appropriate start and end dates for an approved personal leave of absence.
- **Educational** – Enter the appropriate start and end dates for an approved educational leave of absence.

Section 4 - Separation

There are several categories under which employment with the University may end:

- **Retirement** – Enter the last day of the month prior to the effective date of retirement.
- **Resignation** – Enter the last date in pay status.
- **End of Appointment** – Enter the last day of work in the current appointment or actual last day worked if different than the established end of appointment date.
- **Non-Reappointment** – Enter the last day of work in the current appointment period.
- **Removal** – Enter the effective date of removal as determined by disciplinary proceeding.
- **Deceased** – Enter the actual date of death.

Section 5 - Approval Signatures

The HRAF document contains six signature lines. However, all approvers listed may not need to approve/sign every HRAF routed for approval. Currently, the approval and routing process is manual.

1. **Supervisor/Director/Dean** – Signature of manager initiating the process. Action may be countersigned with director or dean level signature.
2. **Associate Provost** – Reviews and approves all actions pertaining to positions in his/her area of responsibility.
3. **Division VP/Provost/President** – Division Vice President or Provost, as applicable, reviews and approves actions pertaining to his/her areas of responsibility. The President primarily reviews and approves actions which report directly to the Office of the President.
4. **Human Resources** – Reviews and approves all actions.
5. **Budget Office** – Reviews and approves all actions.
6. **VP Administration and Finance** – Reviews and approves all actions.

Questions pertaining to this process may be directed to Human Resources at ext. 2723.