


Name of Policy: Personnel actions		 Review date: July 9, 2020 Original effective date: February 10, 1999	
Policy Number: 3364-25-119			
Approving Officer: President			
Responsible Agent: Associate Vice President and Chief Human Resources Officer			
Scope: The University of Toledo – All Campuses			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

All requests for payroll changes (additions, reductions, removals, leaves, adjustments) or title changes, budget changes, etc., must be submitted through the personnel action form (PAF).

- (1) All requests for payroll changes (additions, reductions, removals, leaves, adjustments) or title changes, budget changes, etc., must be submitted using a personnel action form (PAF).
- (2) In resignations, removals, death, retirement, or disability separation, the "last day worked" is the last day on which the employee was actually on the job. When an employee separates from employment, the separation submission should be consistent with the process outlined in policy 3364-25-48 Separation from employment.
- (3) When an employee resigns, the employee must submit a letter of resignation. HR will work with the supervisor and the employee upon retirement, and with the supervisor and the survivors upon an employee's death.
- (4) All new employees, faculty and staff must provide the necessary documentation as required by law within seventy-two (72) hours of the proposed hire date in order to receive payment for services as an employee, faculty member, or staff member.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. Interim President</p> <p><u>July 9, 2020</u> Date</p> <p><i>Review/Revision Completed by: Associate VP and Chief HR Officer, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>Previous 3364-25-119, effective February 21, 2017</i> <p>Initial effective date: February 10, 1999</p> <p>Review/Revision Date: September 13, 2013; April 10, 2015; July 9, 2020</p> <p>Next review date: July 10, 2023</p>
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