**Hiring Manager Procedure to Replace or Create a Position**

**PAF (Personnel Action Form)**

1. Talk with HR about HR aspects of the position…do we have a resignation in hand?  Review job description and revise if needed. Is the position 12 month, 10 month, full time, exempt, nonexempt or hourly, all the HR criteria. The revised job description is submitted to HR.
2. Hiring Manager completes and signs the PAF after the discussion with HR.  Cabinet member signs. In addition, those who are reporting to the EVP seek the EVP’s signature. Now PAF is ready to be given to the CFO. The completed and signed PAF may be sent electronically to CFO. A copy of the revised job description may also accompany the completed and signed PAF.
3. Hiring Manager now works with CFO to confirm available salary dollars for the vacated or new position.
4. CFO asks small working group for discussion and approval.
5. CFO approves PAF and informs hiring manager of its approval.
6. Hiring Manager then seeks approval from college president, with approved PAF in hand. Only the college president’s approval may be given electronically.
7. Hiring Manager sends approved PAF goes to HR. The signed and approved PAF may be sent electronically to HR.

**HDF (Hiring Disclosure Form)**

1. Hiring disclosure form starts with Hiring Manager, cabinet member approves, In addition, those who are reporting to the EVP seek the EVP’s signature, and then CFO finalizes.
2. After the hiring disclosure form is approved, the hiring manager may now make the conditional job offer.
3. The hiring disclosure form is sent to HR and is then placed by HR into recommended new hire’s Personnel File as the initial payroll document. HR now triggers the background screen for recommended new hire.

**Payroll Hire Dates**

1. Fixed start dates for new hires are: **Exempt employee – 1st of the month** and **Nonexempt employee – 21st of the month** to follow J1 payroll protocols.
2. Start dates are coordinated with your HR office.

**Questions**

1. Reach out to your HR office.

**8/1/2024**