



Human Resources
 TEXAS CHRISTIAN UNIVERSITY
 TCU Box 298200
 Fort Worth, TX 76129

Personnel Action Form
PAF

Prefix	Name (as shown on Social Security Card)	Suffix	TCU ID
Effective Date	Personnel Action - Action Reason	Pay Cycle	

Job Information

Position No.	Department	Job Code	Job Type	Full/Part Time
Employee Class		Std Hrs	FTE	Wks / Year
Pay Group	Pay Type	Pay Rate	Annual Base Salary	

Budget Information

Department	Fund	Account	Project	Earn Code	Distribution (Hours, %, \$)

Benefit Information

Effective Date	Benefit Program	Eligible For		
		Vacation Accrual	Sick Accrual	Basic Life

Additional Pay/One Time Payments

Earn Code	Begin Date	End Date	Pay Rate	Goal Amount	Position No.	Dept	Fund	Account	Project

Comments for Job Information & Additional Pay

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Faculty Data (fill in if applicable)

Tenure Status	Functional Job Title

Job Contact Information

Form Completed By (Please Print)	Phone Number

Authorization

Signature	Date