

Oyster River Cooperative School District – Payroll Action Form (PAF)

IN ORDER TO REQUEST TO HIRE A NEW EMPLOYEE, MAKE CHANGES TO A CURRENT EMPLOYEE, OR HIRE A CONTRACTED EMPLOYEE, THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE PRINCIPAL/ADMINISTRATOR & SENT TO THE SAU OFFICE FOR APPROVAL.

SECTION A: Request for Posting POSSIBLE OPENING **OR** CONFIRMED OPENING

POSITION: _____ **LOCATION:** _____

New Position? YES NO - replacement for: _____

Regular Position One Year Only Other: _____

Internal Posting Only Internal & External Posting

Posting Approved by SAU as position is within budget.

Posting Denied as not in budget.

SAU Approval by: _____ Date: _____

SECTION B: New Employee Information or Change Information

Name		Effective Date	
Social Security Number		Date of Birth	
Current Position		Position Control	
Reason for Change	<input type="checkbox"/> New Hire <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> LOA <input type="checkbox"/> Transfer-Change <input type="checkbox"/> Other _____		
Requested Position	<input type="checkbox"/> Teacher <input type="checkbox"/> Coach <input type="checkbox"/> Food Service <input type="checkbox"/> Tutor <input type="checkbox"/> Custodian <input type="checkbox"/> Bus Driver <input type="checkbox"/> Administrator <input type="checkbox"/> Admin Asst <input type="checkbox"/> SLA <input type="checkbox"/> Child Specific Para _____ (student) <input type="checkbox"/> Other _____ Position Control # _____		
	New Hire Info –or- CURRENT	NEW	
Location			
Days Per Week (M,T,W,Th,F)			
Hours Per Day			
Daily Start & End Times			
Days Per Year			
Hourly Rate			
Step & Track (new position only)			
FTE			
Annual Salary			
Budget Account Code (incl %)			
Add'l Budget Code (incl %)			
Supervisor		Date	
SAU Authorization		Date	