

College Association of  
New York City College of Technology, Inc.  
Related Entities Office  
Personnel Action Form (PAF)

<b>Section A: Employee Information</b>				Last 4 digits only
<b>NAME</b> (LAST, FIRST, MI)			SSN	
<b>ADDRESS</b>				
Number & Street	Apt #	City & State	Zip Code	
<b>PHONE #</b>				

<b>Section B: Entity (Select one)</b>			
Athletics	Student Affairs	Student Life	Student Wellness

<b>Section C: Position</b>				
(Position Title)			(Start Date)	(End Date)
(Hours/Week)	FT	PT	Salary or Hourly Rate	
Replacement	Yes	No		
			(If yes, former employee's name)	(Last Date Is/Was)
<b>Comments:</b>				

<b>Section D: Approvals</b>				
Supervisor (Please Print)	_____	(Please Sign)	(Date)	(Ext.)
Director (Please Print)	_____	(Please Sign)	(Date)	(Ext.)
Vice President (Please Print)	_____	(Please Sign)	(Date)	(Ext.)

<b>Section E: To be completed by Related Entities Staff Only</b>				
Funds Available	Yes	No		
	+		=	
(Gross wages)		(Payroll taxes)		(Total amount to be encumbered)
(Payroll File #)		(Dept.)		(Date)

College Association of  
New York City College of Technology, Inc.  
Related Entities Office  
Personnel Action Form (PAF)

**Instructions:**

Please complete this form as described below, and then deliver it to the Related Entities Office. You can also contact Related Entities for assistance in completing the form.

Based on the entity (Athletics, Student Affairs, Student Life, Student Wellness), you must complete an appointment form for every new employee. Forms must indicate the funding source and contain the approval signatures. Please hand-deliver this form, along with any supporting documents, to Related Entities at 25 Chapel St., 11<sup>th</sup> floor, 1 to 2 weeks before the employee's first day of work to allow for processing and document in-take.

After submitting the appointment form, please email Related Entities at [RelatedEntities@citytech.cuny.edu](mailto:RelatedEntities@citytech.cuny.edu) to schedule a document in-take appointment for the new employee.

Please advise the employee to take all signed applicable tax forms to Related Entities. Each form has instructions on how to complete it. The employee must also bring a valid photo ID and his or her original (no copies) social security card.

When a replacement is being hired for an existing position already funded, please refer to the new hire procedures. Also make sure to indicate that it is for a replacement position where provided on the form and include the former employee's name, appointment date, and the employment end date.

**Rehire**

To rehire a former employee, please complete and submit a new appointment form. If there is a change in the employee's status, the employee must complete new tax forms.

If you have any questions or comments, or to schedule an appointment, please contact the Related Entities Office at ext. 8930 or email Related Entities at [RelatedEntities@citytech.cuny.edu](mailto:RelatedEntities@citytech.cuny.edu).