**Human Resource Action Form (HRAF) - Universal**

**Employee:** ________________  
**Position/Title:** ________________  
**HR Eff. Date:** ________________  
**Program/Dept:** ________________

- **Payment/Pay Rate Change**
- **Hourly**
- **Annually**
- **Lump Sum Payment**
- **Multiple Payments** *(see below)*

**Rate/Amount:** $ ________________

**PAY Code:** ________________  
**DEPT Code:** ________________  
**Budget Code(s):** ________________

**# of Payments:** ________________

**Pay Date Effective:** ________________  
**Last Pay Date:** ________________

**Multiple Payment Schedule**

<table>
<thead>
<tr>
<th>Date of Disbursement</th>
<th>$ Amount of Disbursement</th>
<th>Date of Disbursement</th>
<th>$Amount of Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

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**Position/Status Change**

- **New Hire**
- **Hours Change**
- **F/T to P/T**
- **P/T to F/T**
- **Termination**
- **Voluntary**
- **Involuntary**
- **Other (please state)**

**Reason for Change:**
- **Promotion**
- **Demotion**
- **Demotion**

**New Title:** ________________

**FLSA Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Sick Accrue Rate</th>
<th>Vacation Accrue</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT – 30 + Hrs</td>
<td>3.08/Max 80 Hrs</td>
<td>4.62</td>
</tr>
<tr>
<td>PT – 20-29 Hrs</td>
<td>1.54/Max 40 Hrs</td>
<td>3.08</td>
</tr>
<tr>
<td>PT – &lt;20 Hrs</td>
<td>.033/Max 40 Hrs</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Authorizations**

**Supervisor/Budget:** __________________________  
**Date:** ____________

**Executive Vice President/Provost:**  
Paul Burkhardt  
**Date:** ____________

**Director of Human Resources:**  
James C. Miner  
**Date:** ____________

**Chief Financial Officer/CFO:**  
Andrea Jaeckel  
**Date:** ____________

**Prescott College**

For the Liberal Arts, the Environment, and Social Justice

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