

## AAM 240. THE PERSONNEL ACTION

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### **AAM 240.010    The Personnel Action Request Form (10-11)**

The Personnel Action Request Form (PARF) is the official statewide form, and primary source document an agency uses to request an action affecting an employee's personnel status, pay or position record. The PARF is submitted to the agency's HR Service Center, Payroll Unit, for processing in the Alaska Statewide Payroll System (AKPAY). All forms required to support and/or authorize the action must accompany the PARF.

### **AAM 240.020    The Personnel Action Report (10-11)**

Personnel Rule [2 AAC 07.920](#) requires the Director of the Division of Personnel & Labor Relations to maintain files of all personnel actions (PAs) affecting positions or employees in the classified or partially exempt service. Personnel actions must be issued in writing on forms approved by the director.

The Division of Finance creates and produces hard copy PA reports from an electronic PA file. The reports display the beginning and ending status of an employee's personnel record for a single sign-on for a given day. PA information is generated from values entered in the Employee Base I and II screens (Human Resource Base records) in AKPAY. Additional information may be manually entered on the report, including the employee's overtime exemption indicator (taken from Payroll Base records), the primary labor distribution code (taken from Labor Distribution screen records), standardized comments, and required attachments are listed. Hard copy Personnel Action reports must be signed by an individual authorized to certify personnel actions for the agency. Original certified PAs are maintained in the employee's permanent personnel file within the Division of Personnel & Labor Relations, Employee Planning & Information Center. A copy is maintained in the Division of Personnel & Labor Relations, HR Service Center, Payroll Unit. The Personnel Action report meets the form requirements of Personnel Rule [2 AAC 07.920](#).

<b>AAM 240.030   Personnel Action Reprint Policy (01-07)</b>
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The Division of Finance retains the Personnel Action (PA) file tape for a period of 30 days. Agencies may contact the Division of Finance, Payroll Section, to request hard copies of PA forms not received in the past 30 days.

Requests for PA forms for periods earlier than the past 30 days must be in writing from the Director of the Division of Personnel to the Director of the Division of Finance. Each written request for personnel action forms must justify the need for the request.