

PERSONNEL CHANGE FORM (PCF) Instructions and Procedures

The new PCF accomplishes several objectives:

- Reduces the amount of information required from you.
- Improves tracking and reduces delays in processing changes.
- Reduces completion time by creating separate sections for each personnel action.
- Replaces a manual, hard-copy approval process with an automated e-mail option.
- Can be downloaded from the University intranet into your MS Word program. Allows you to populate the fields electronically, save the file and email to Human Resources for processing.

Instructions:

1. The PCF form is available on the St. John's Intranet, accessible on campus or via VPN. To access the form, go to <http://intranet.stjohns.edu/resources/hr/forms.sju> and select the PCF from the list of forms available.
2. Enter the effective date of the action and identify the employee by first and last name.
3. Complete the section that applies to the change you are making and add any optional comments.
4. Save the PCF as an MS Word document to your computer. Use the employee's name when saving the file (e.g., PCF John Smith).
5. Forward the PCF as an e-mail attachment or print a hard copy and send to the appropriate HR employee. See below:

HR Contact	Phone Ext.	Responsible for	E-mail
Cascio, Mary	2331	Students	casciom@stjohns.edu
Santos, Nancy	2445	Administrators & Staff	santosn@stjohns.edu
Meade, Debra	1513	PT Faculty	meaded@stjohns.edu
Ponturo, Mary	2617	FT Faculty & Graduate Asst.	ponturom@stjohns.edu

Approvals:

- For resignations and non-faculty leaves of absence only your signature/e-mail is necessary. This means you do not need to obtain approval from your EVP/Provost or Budget Manager. Simply complete the PCF for the proper employee and e-mail or send hard copy to the appropriate HR contact and EVP/Provost.
- For special hires such as student workers, graduate assistants or temporary employees, complete the Special Hire section. E-mail the completed PCF to the appropriate budget manager to request approval. The budget manager can approve the personnel change simply by sending you a return email in which he/she states approval for the change. You can then forward the budget manager's email approval directly to the appropriate HR contact from the list above. Alternatively, you have the option of sending us an approved signed hard copy.
- For all other changes that require EVP/Provost approval, e-mail the completed PCF to the appropriate EVP/Provost to request approval. The EVP/Provost can approve the personnel change simply by sending you a return email in which he/she states approval for the change. You can then forward the EVP/Provost's email approval directly to the appropriate HR contact from the list above and we will begin processing the paperwork immediately – no hard copy signatures are required as long as we have an e-mail approval. Alternatively, you have the option of sending us an approved signed hard copy.