

Electronic Personnel Action Form (ePAF):

A. As the person submitting this form (Form Initiator), select:

1. **Form Initiator** if you are not the employee's supervisor or Vice President.
2. The **Supervisor / Dept. Chair** if you are the employee's supervisor but Not the VP.
3. The **Vice President** of the employee.

For Efficient Routing, Please Select Your Role, The Hiring

Form Initiator:

Please select your roles: *

- Please Select --
- Please Select --
- 1. Form Initiator**
- 2. Also the Supervisor / Dept. Chair
- 3. Also the VP Hiring Division Director

B. Choose if any part of the compensation will be funded by a Restricted Fund or Grant.

If **Yes**, you will need to provide the SPA Accountant's Name and Email.

Will Any Part of Compensation be Funded by a Restricted Fund or Grant?

Yes

No

SPA Accountant Contact Information:

First Name: * Last Name: * Email Address: *

C. Choose the President or Vice President that oversees the employee's hiring department.

President or Vice President Hiring Division Director:

-- Please Select --
-- Please Select --
President
Vice President for Admin & Finance
Vice President for Academic Affairs
Vice President for Research
Vice President for Student Life

1. Choose **President** if Employee associated with: Bureau of Geology, PRRC, Human Resources, Advancement, Marketing & Communications, EEOC, Affirmative Action or Government Affairs
2. Choose **Vice President for Admin & Finance** if Employee is associated with: Budget, Business Office, Post Office, AFRL, Purchasing, Facilities Management, Campus Police, Capital Projects, ITC, Property or SPA
3. Choose **Vice President for Academic Affairs** if Employee is associated with: Academic Programs, Graduate Studies, Library, ACT, Veterans Affairs, Registrar, Financial Aid, Admissions, Upward Bound, Professional Development, or Outreach Programs
4. Choose **Vice President for Research** if Employee is associated with: ARC, IRIS/PASSCAL, GRC, Langmuir, National Cave & Karst, Interferometer, 2.4M Telescope, AFRL T2, EMRTC, ICASA, PTRC, Research Compliance/Safety, Development Svcs or Latin American Initiatives
5. Choose **Vice President for Student Life** if Employee is associated with: Title IX, Auxiliaries, International Programs, Career Services, Multi-Cultural Programs, Student Affairs, Counseling & Disability Services, Residential Life, Performing Arts Series, Physical Recreation, Student Activities or Health Center

D. Choose if the employee is a Direct Report or not to the President or Vice President chosen in Step C.

Is the employee a Direct Report to the President?

-- Please Select --
-- Please Select --
Yes
No

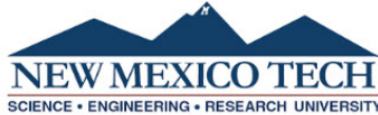
Save Progress Next

E. Click Next or Save Progress to continue.

Save Progress Next

F. Fill out the Personnel Action and Employee Information.

* Indicates that the field is **Required**.



New Mexico Tech is an Affirmative Action/Equal Opportunity Institution

Personnel Action:					
<input type="radio"/> New Position	<input type="checkbox"/> New Hire	<input type="checkbox"/> Promotion	<input type="checkbox"/> Title Change	<input type="checkbox"/> Payroll Change	Effective Date of this Action: *
<input type="radio"/> Replacement	<input type="checkbox"/> Rehire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Status Change	<input type="checkbox"/> Termination	

Employee Information:					
First Name: *	Last Name: *	Middle Initial:	Banner ID Number: *		
Email: *	Mobile Phone:	Home Phone:			
Address: *					
City: *	State: * -- Please Select --	Zip: *			
Position Title: *	Direct Supervisor: *	Hiring Dept. Supervisor:			
Division: *	Department: *	Section:			

G. Scroll to the **Approvals** section and click to sign the ePAF.

Approvals:	
Form Initiator:	
Signature: *	(click to sign)
	Date
Comments: <input type="text"/>	<input type="button" value="Choose File"/> No file chosen
	<small>Files over 25 MB will not be accepted</small>

You also have the option to add a **comment** and **upload a file** such as a Justification Form or other documentation (If you have more than one document, please combine them before loading to the form).

H. After signing, scroll to the bottom of the form and click **Submit Form**.