



UNIVERSITY OF SOUTH ALABAMA
USA HEALTHCARE MANAGEMENT, LLC
UNIVERSITY OF SOUTH AL HEALTH CARE AUTHORITY

DOCROUTE PERSONNEL ACTION FORM
INSTRUCTIONS

Please note that the DocRoute Personnel Action Form (DocRoute PA) does not replace Electronic Personnel Action Forms (EPAFs) and should only be used when an EPAF cannot be submitted. This includes situations such as retroactive personnel changes or cases where an EPAF for the specific action does not exist. Additional information about EPAFs is available in the USA Online Electronic Personnel Action Form course.

DocRoute PAs must be submitted via DocRoute for approval and tracking. Instructions for submitting the Personnel Action Forms via DocRoute are available on the HR Website.

To ensure accuracy of completed form, please use the most current version of Adobe Acrobat Reader (26.0 or greater) or Adobe Acrobat 26.0 Professional.

Date Prepared: This field automatically populates with today's date.

Contact Person: Contact regarding questions about the Personnel Action Form.

Telephone: Contact person's telephone number.

1. Employee Information - Name as printed on social security card (verify with employee). J# is the employee's personal identification number located in the Banner system. If you do not have access to Banner, contact your appropriate Human Resources Office for the J#.
2. Reason for Action - Check all that apply to this Personnel Action Form. If this is an "Amended" Personnel Action Form, please check the "Other" box and type in "Amending" with the date the prior Personnel Action Form was prepared.

Appointment
Salary Change
Promotion
Resignation
Retirement
Termination
Layoff
Transfer
One-Time Payment
Labor Distribution Change
Other

3. CURRENT Employee Status - If this is an Appointment or One-Time Payment, complete only Section 4. Select only one from a, b, and c. If Faculty is checked, also select the appropriate box for instructional employees.

Position # - This is the position number.

Position Title - This is the employee's classification title.

Department/Unit Name - The title of your department or unit.

FTE (Full-Time Equivalent) - This is the percentage of a 40-hour work week that an employee is required to work. For example, a full-time employee's FTE = 1.0 (not 100%); a ½ time employee's FTE = .50.

Total Annual Full-Time Salary - You are not required to fill in this field. It is automatically calculated based on the Salary Components provided.

Hourly Rate - You are not required to fill in this field. It is automatically calculated based on FLSA Status (Exempt/Non-Exempt) of Position Class and Salary Components. An hourly rate is not provided for exempt Position Classes.

One-Time Payment - This is used for one-time payments such as faculty or coaches paid for additional projects or instruction. The Salary Components section is not applicable when entering one-time payments.

Salary Components (Whole dollars/Full-Time) - Base is equal to salary prior to any add-ons such as stipends or others. The Base Salary should be converted to Full-Time Salary regardless of FTE and entered with no commas. Enter any applicable add-ons in the appropriate fields based on a Full-Time basis.

Banner FOAPAL - There are four components of the Banner FOAPAL required on the Personnel Action Form. They are Fund, Organization, Account, and Program. The % Emp Salary is the percentage of the employee's salary paid off that particular FOAPAL. It is not the employee's FTE. The percentage of the Employee's salary funded by the FOAPAL is entered into the % Emp Salary field for each funding source. The Total at the bottom of the % Emp Salary Column must always equal 100% regardless of FTE. The Dollar Amount column will automatically calculate based on Salary, FTE, and % Emp Salary entered.

4. PROPOSED Employee Status – Required unless processing a separation.
5. Comments - This is to be used for any additional information required to process the Personnel Action Form.
6. Effective Dates - The effective start date and end date of the action. For regular employees, the normal End Date is “until notified” unless it is a separation Personnel Action Form or the employee is only authorized to work for a certain period. University General Division temporary employees may only be appointed for one year at a time. If the DocRoute is accompanying a Retroactive EPAF, the End Date will be the date up to when the EPAF will begin; see the “Process for Retroactive Personnel Actions” instructions for additional information. If University General Division temporary employees work in excess of 1,040 hours in a calendar year, they must be terminated or may be considered for regular employment.

Copy - This button will copy the information that has been typed into Section 4 - PROPOSED to Section 3 - CURRENT.

Reset Form - This button will clear the current form.

Once completed, the Personnel Action Form should be saved and submitted via the Personnel Action Form DocRoute Process. All approvals will be assigned and tracked using the DocRoute process for Personnel Action Forms.