

HOW TO FIND PAC DYNAMIC FORM in HR SITE

- In the **Human Resources** site you will select **Employee Resources**



[HOME](#) > [HUMAN RESOURCES](#)

Cal Lutheran offers outstanding career opportunities. Employees enjoy excellent benefits that include health, dental and vision coverage; generous vacations, holidays and retirement options; and tuition assistance for staff members and their family.

Career Opportunities

Search for open positions at Cal Lutheran and PLTS.

[VIEW JOB OPENINGS](#) ▶

Announcements

- [April 2022 Newsletter](#)
- [February 2022 Newsletter](#)
- [Performance Management Plan process training](#)
- [November 2021 Newsletter](#)
- [October 2021 Newsletter](#)
- [COVID-19 Information](#)
- [August 2021 Newsletter](#)

Home

- Job Openings
- Benefits
- Employee Resources 
- Report an Incident
- Handbook & Policies
- Staff Development
- Meet the Staff
- Employment Notices

- [Employee Affinity Groups](#) →

- Then select **Forms & Documents**



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Employee Resources

[Forms & Documents](#)

Download forms related to benefits, workers compensation, and general employment documents.

[Holiday Calendar](#)

Campus closure dates for staff.

[Campus Conduct Hotline](#)

Report concerns anonymously about issues or behaviors that pose a risk to Cal Lutheran or its students, staff, or faculty.

[HR Newsletter](#)

Visit the HR newsletter archive.

[Student Union Lactation Room Calendar](#)

View the dates and times that the Lactation Room in the Student Union is reserved for use.

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- You will find the dynamic form under **Employment and Compensation** header. Select Personnel Action Change Form.

HOME > HUMAN RESOURCES > EMPLOYEE RESOURCES > FORMS & DOCUMENTS

Forms & Documents

Leave of Absence

- [Employee Request for Long Term Medical Leave of Absence form](#)
- [Leave Without Pay form](#)
- [Family Medical Leave Act Rights](#)
- [California Family Rights Act](#)
- [EDD State of California State Disability Insurance \(SDI\)](#)
- [EDD State of California Paid Family Leave \(PFL\)](#)
- [Medical Certification](#)
- [Return to Work Certification Form](#)
- [Monthly Faculty Sick Time](#)

Employment and Compensation

- [Change of Address and/or Emergency Contact](#)
- [Personnel Action Change Form](#)
- [Request to View Personnel Records](#)
- [Budget Authorization for Agency Temp Employee](#)
- [2022 Bi-weekly Payroll Schedule](#)



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Employee Affinity Groups →

- This is what you will see once the PAC form is opened.

Timer ⓘ Hide
41 minutes
* = required field

California Lutheran University

Human Resources Department

PERSONNEL ACTION CHANGE FORM

Employee Name:	<input type="text"/>	Effective Date:	<input type="text"/>
Employee ID:	<input type="text"/>	Position:	<input type="text"/>
Department:	<input type="text"/>	GL/Budget#:	<input type="text"/>

REASON FOR CHANGE	
<input type="checkbox"/> Extension of Temporary Position Assignment	<input type="checkbox"/> Supervisor
<input type="checkbox"/> Department Assignment / Allocation between Departments	<input type="checkbox"/> Pay / FTE / Classification
<input type="checkbox"/> Pay / FTE	<input type="checkbox"/> Seasonal Assignment
Explanation For Change: <input type="text"/>	

ROUTING INFORMATION		
Enter the employee's email address: <input type="text"/>		
Select Your department to identify your VP <input type="text"/>		
VP First Name: <input type="text"/>	VP Last Name: <input type="text"/>	VP Email: <input type="text"/>

(click to sign)
Signature _____ Date _____

APPROVALS