HOW TO FIND PAC DYNAMIC FORM in HR SITE

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

- Then select **Forms & Documents**

HOW TO FIND PAC DYNAMIC FORM in HR SITE

- 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

Home
Job Openings
Benefits
Employee Resources

- **Forms & Documents**
- Holiday Calendar
- Campus Conduct Hotline
- Newsletter

Report an Incident
Handbook & Policies
Staff Development
Meet the Staff
Employment Notices

- 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:	*	*	Effective Date: *
Employee ID: *	Position: *		
Department: *		GL/Budget#: *	

REASON FOR CHANGE

☐ Extension of Temporary Position Assignment
☐ Department Assignment / Allocation between Departments
☐ Pay / FTE

☐ Supervisor
☐ Pay / FTE / Classification
☐ Seasonal Assignment

Explanation For Change:

ROUTING INFORMATION

Enter the employee's email address: *

Select Your department to identify your VP * -- Please Select --

*   *   *
VP First Name: VP Last Name: VP Email:

*
(click to sign)
Signature   Date

APPROVALS