

## Which Form Should I Use?

HRS uses specific forms to administer and process transactions related to pay actions (e.g. employee hire, changes and termination actions). There are two types of forms used.

1. **eForms** – are the electronic forms which are completed, submitted and approved online using the eForm application.
2. **PAFs** (Pay Action Forms) – are the paper forms which are completed and approved manually and submitted through email.

The table below provides direction on which form type to use for specific Employee Types based on the action taken. If the Employee Type or action is not listed, please contact Employment Services for further direction at [employmentservices@ualberta.ca](mailto:employmentservices@ualberta.ca)

Employee Type	Action(s)	Form Type
<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>• APO (Academic Professional Officers)</li> <li>• FSO (Faculty Service Officers)</li> <li>• ATS (Academic Teaching Staff)</li> <li>• Librarians</li> <li>• SOTS (Sessional and Other Temporary Staff)</li> <li>• TRAS (Trust/Research Academic Staff)</li> <li>• Excluded Academic - Term Excluded</li> <li>• Excluded Academic - Casual – Hourly (for ongoing appointments only)</li> </ul>	<ul style="list-style-type: none"> <li>• New Appointment (Hire)</li> <li>• Reappointment</li> <li>• Reappointment with Merit</li> <li>• Rehire</li> <li>• Rehire with Merit</li> <li>• Extension (Rolling/Renewable)</li> <li>• Extension with Merit (Rolling/Renewable)</li> <li>• Rate Change</li> <li>• Combo Code Change</li> <li>• Transfer Position/Department</li> <li>• Termination</li> </ul>	eForm
<p><b>Support</b></p> <ul style="list-style-type: none"> <li>• Casual Level 1</li> <li>• Casual Level 2</li> <li>• Casual Level 1 Full Time Student</li> <li>• Regular</li> <li>• Auxiliary – Hourly</li> <li>• Auxiliary – Salaried</li> <li>• ESL &lt; 12 mos, &lt; 24 mos, &gt;24 mos</li> <li>• Recurring Term</li> </ul>	<ul style="list-style-type: none"> <li>• New Appointment (Hire)</li> <li>• Appointment Extension</li> <li>• Supplemental Pay</li> <li>• Rehire</li> <li>• Change in FTE/Hours</li> <li>• Temp Change in FTE/Hours</li> <li>• Rate Change</li> <li>• Combo Code Change</li> <li>• Temporary Transfer Promotion (Position/Department)</li> <li>• Transfer Promotion (Position/Department)</li> <li>• Termination</li> <li>• Retirement</li> <li>• Other Job Changes</li> </ul>	eForm

# Reference Sheet

Employee Type	Action(s)	Form Type
<b>Support</b> <ul style="list-style-type: none"> <li>• Casual Level 1</li> <li>• Casual Level 2</li> <li>• Casual Level 1 Full Time Student</li> <li>• Regular</li> <li>• Auxiliary – Hourly</li> <li>• Auxiliary – Salaried</li> <li>• ESL &lt; 12 mos, &lt; 24 mos, &gt;24 mos</li> <li>• Recurring Term</li> </ul>	<ul style="list-style-type: none"> <li>• Leave of Absence</li> </ul>	PAF
<b>Student</b> <ul style="list-style-type: none"> <li>• Graduate Student</li> <li>• Excluded Student</li> </ul>	<ul style="list-style-type: none"> <li>• New Appointment</li> <li>• Appointment Extension</li> <li>• Extension in Job Code</li> <li>• Change in Job Code</li> <li>• Combo Code Change</li> <li>• Supplemental Pay</li> <li>• Rate Change</li> </ul>	eForm
<b>POI with a Job (Paid)</b> (Person of Interest) <ul style="list-style-type: none"> <li>• Adjunct</li> <li>• Clinical Researcher</li> <li>• Resident</li> <li>• Secondee</li> <li>• Visiting Speaker</li> <li>• Special Continuing Visitor</li> </ul>	<ul style="list-style-type: none"> <li>• Add a Person of Interest</li> <li>• Reappointment</li> <li>• Termination</li> </ul>	eForm
<b>POI without a Job (Unpaid)</b> (Person of Interest) <ul style="list-style-type: none"> <li>• Adjunct</li> <li>• Clinical Researcher</li> <li>• Resident</li> <li>• Secondee</li> <li>• Visiting Speaker</li> <li>• Special Continuing Visitor</li> </ul>	<ul style="list-style-type: none"> <li>• Add a Person of Interest</li> </ul>	eForm
<b>Visiting Speaker</b>	<ul style="list-style-type: none"> <li>• Honorarium Payment</li> </ul>	Visiting Speakers Honorarium Payment Form

Employee Type	Action(s)	Form Type
<b>Post Doctoral Fellows</b>	<ul style="list-style-type: none"> <li>• New Appointment (Hire)</li> <li>• Reappointment</li> <li>• Supplemental Pay</li> <li>• Rehire</li> <li>• Change in FTE/Hours</li> <li>• Temp Change in FTE/Hours</li> <li>• Rate Change</li> <li>• Combo Code Change</li> <li>• Temporary Transfer Promotion (Position/Department)</li> <li>• Transfer Promotion (Position/Department)</li> <li>• Termination</li> </ul>	PAF
<b>One Time Payment</b>	<ul style="list-style-type: none"> <li>• Add a One Time Payment</li> </ul>	PAF