

DEPARTMENT OF EMPLOYEE RELATIONS, CERTIFICATION, COMPLIANCE AND PAY SERVICES

Personnel Action Forms (PAF's): Submission of

Purpose of Policy & Procedure

This process has been created as a way for DER Certification, Compliance, and Pay Services to provide Citywide Payroll/HR with a documented policy and procedure that will assist Pay Services in weekly audits as well as:

- Centralize where information is sent, and reduce redundancy.
- Ensure information is routed to the proper department.
- Improve the integrity of records maintained (HCM, personnel files, etc.).

Types of PAF Documents

- Demotion (disciplinary)
- Discharge
- Leave of Absence
- Resignation (from City employment and title only/voluntary demotion)
- Separation
- Suspension
- Termination
- Written Warning

Location of PAF Forms

All PAF forms listed above are located on the City's website www.city.milwaukee.gov under Department of Employee Relations, subtitle "Policies and Procedures." Here you will find **all forms** related to working with the City, including those mentioned above. Forms are listed in alphabetical order.

Payroll/HR Responsibility

Effective July 15, 2019 DER Certification, Compliance and Pay Services will require a PAF to be completed, scanned, and submitted for all of the aforementioned transactions to DERPersonnelforms@milwaukee.gov. Forms are to be submitted to this address **within 48-hours of either:**

- A. Receiving the form from the employee or;
- B. Issuing the form to the employee.

Please Note:

- **Anytime** you are submitting a revised form due to corrections/updates, the subject line of the e-mail should state: **Please Note: Revised Form.**
- **Do not send** the forms to any other DER e-mail address such as DERCertification or DERPayServices.
- **Do not send** additional paper copies (hard copies) to DER.