



Villanova University
Personnel Action Form

Clear Form
Save Form

Salary Adjustments & Separations:

*Please note: Salary adjustments and employee separations starting July 1, 2024 will be handled through Electronic Personnel Action Forms (EPAFs). Please login to myNova to access. Documentation for submitting EPAFs can be found on the HR [website](#). **Please contact your HR Campus Partner for assistance.***

Employee Information:

Employee Name:		Employee ID:	
Dept Name:		Job Title:	
Date of Hire:	Position Control #:		Org/Index/Account:

Leave of Absence:

To request a leave of absence, please complete the [Leave Request Form](#) Please visit our [Leaves of Absence](#) page for more information. Further questions can be emailed to HRLEAVES@villanova.edu

Change of Employee Status:

VP and department head approval required for any change to hours worked or Status Changes

Comments:		
Status Change:	Effective Date:	
New Position Title:	New Position Number:	
Annual Salary/Hourly Rate:	New Job Code:	
	Grade:	
Labor Distribution:	Home Org:	
Sick Time:		
Vacation Time:		
Additional Comments:		
Form initiated by:	Date:	Send to HR
Reviewed by Human Resources:	Date:	Send to Comp
Reviewed by Compensation:	Date:	Send to Budget
Reviewed by Budget Office:	Date:	Send to HR
Compensation & Budget reviewed by HR:	Date:	Send to Leadership/Provost
Approved by Senior Leadership/Provost:	Date:	Approval to HR & Budget

Print Form