

PERMS

Human Resource Services (HRS) is pleased to announce that since the implementation of the Personnel/Position/Payroll Electronic Routing Management System (PERMS) in December 2008, we now have over 350 users. Effective **May 1, 2009**, all Personnel Actions must be completed using PERMS.

PERMS is the electronic version of the Personnel Action Form (PAF) and is used to authorize personnel transactions and communicate employment status to Human Resource Services, Payroll Services, and other central offices for faculty, administrative professional employees, civil service employees, graduate assistants, and employees covered by collective bargaining unit agreements.

If you are responsible for completion of Personnel Action Forms and have not attended a training session, see the schedule listed below and [click here](#) to register.

Date	Time	Location	WECN?
05/19/09 (Tue)	9:30-11:00am	Lighty 403	Yes
07/07/09 (Tue)	9:30-11:00am	Lighty 403	No
08/18/09 (Tue)	9:30-11:00am	Lighty 403	Yes
09/08/09 (Tue)	9:30-11:00am	Lighty 403	No
10/22/09 (Thu)	1:30-3:00pm	Lighty 403	Yes
12/03/09 (Thu)	1:30-3:00pm	Lighty 403	No