

Prepared by the Personnel Management Office.
This replaces Administrative Procedure No. A9.590
dated June 1989.

February 1992

RECRUITMENT, SELECTION AND APPOINTMENTS

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A9.590 INSTRUCTIONS FOR PREPARATION OF STANDARD FORM 5B
(SF-5B) NOTIFICATION OF PERSONNEL ACTION

1. Purpose. To provide guidelines for the reporting and approval of personnel actions such as appointments, pay rate changes, position and fund changes, leaves, separations and other transactions.
2. Objective. To provide instructions for the processing of the Notification of Personnel Action, Standard Form 5B (SF-5B).
3. Applicability/Responsibility. The SF-5B is used to record and report personnel actions affecting the status of Board of Regents (BOR) personnel. Appropriate Presidential designees are responsible for the preparation, accuracy, legibility, and propriety of the actions so recorded on the SF-5B.
4. Preparation of the SF-5B. The SF-5B is to be prepared in accordance with this Administrative Procedure.
5. Routing of the Completed SF-5B. The following summarizes the routing procedure for all SF-5Bs:
 - A. The original (labeled Payroll Office Copy) -- send directly to UH Payroll Office with tax certificates and other payroll documents attached, as applicable.
 - B. The first carbon copy (labeled Personnel Management Office copy) -- send to System Review and Development Section, Personnel Management Office, Hawaii Hall 2, in alphabetical order by employees last name.
 - C. The second copy (labeled B & F Employees' Retirement System Copy) -- send with a transmittal form and any related enrollment documents to the Employees' Retirement System (ERS) only if the documents show the following actions:

Service

- New appointment or reemployment
- Termination/Resignation
- Retirement
- Death
- Change in FTE, (if 50% FTE or more, or if a member in the Retirement System drops below 50% FTE)
- Correction or change in name, social security number, or retirement code

Leaves

- Leave without pay (LWOP) and return to duty
- Industrial injury leave
- Maternity leave without pay
- Military
- Sabbatical, Professional Improvement
- Extension of leave, suspension, etc.

Retroactive Payments and Reallocations

Actions NOT REQUIRED by the Retirement System include:

- Any for an employee who is not eligible for membership (retirement/FICA codes N/N, N/E, N/S)
- Address change
- Regular salary change, promotion, demotion
- Change in stipend, pay differential, hazard pay, etc.

D. The remaining copies are for departmental distribution.

BACKGROUND OF THE STANDARD FORM 5B (SF-5B)

Effective June 1, 1967, the SF-5B, Notification of Personnel Action, became the official document used to effect various personnel transactions such as appointments, transfers, promotions, salary adjustments, and separations. This form replaced appointment forms, contracts, memos, and other documents which were in use to officially authorize personnel actions, and provided an orderly means of collecting personnel data for input into the automated Faculty-Staff Information System (FSIS).

The SF-5B serves as the official authorization document for personnel actions affecting employment status and compensation; therefore, accurate preparation is imperative. Under the Presidential delegation of authority, the respective Senior Vice President & Chancellors, Senior Vice President, Vice Presidents, State Director for Vocational Education, Director of Planning and Policy, Director of University Budget, Director of Personnel, Manoa Deans and Directors, and others so delegated, and their designees, are responsible for the ensurance of accuracy and propriety of all actions documented on the SF-5B. (Refer to specific applicable memoranda of delegation of authority for personnel actions.)

Personnel actions involving exceptions to the Board of Regents Bylaws and Policies (BORP), Executive Policies (EP), Administrative Procedures (AP), and collective bargaining agreements require the approval of the President, and the Board of Regents as appropriate. All personnel actions concerning Executive/Managerial (E/M) personnel require the review and approval of the President, who in turn forwards to the BOR for approval any action involving Executive personnel. The Personnel Management Office serves as staff to the President in the reievew of all SF-5Bs for E/M personnel.

As with any automated data processing system, the information we obtain from our FSIS is only as good as the data we enter into it. Therefore, it is important that you complete the SF-5B accurately and that you circle all changes in red. Please be sure that the circled items are clearly marked on each of the carbon copies of the SF-5B.