Personnel Action Form – PD7

When to use the PD7 Form

The PD7 form is a payroll document that should be used for Faculty appointment (9 & 12 month) and changes in their payroll status (supersedes including EPAF’s and terminations). The PD7 form is also used for Part-Time or EHRA Temporary appointments and Post Docs.

The PD7 form and instructions can be found here.

PD7’s on Grant Funds

PD7’s that include payment on a grant fund will be routed to GCA for approval through campus mail. Original PD7’s are YELLOW. Superseding PD7’s are PINK. (All superseding PD7’s require a copy of the original attached) Before GCA can process a PD7, it must be signed by the requester, approver, and Academic Affairs. Some Colleges may also elect to have their College Research Office/Department approve the form first. If the form is missing ANY of the above signatures, GCA will route the form back to the appropriate person/department.

To be approved by GCA, the following conditions must be met:

• The grant must be active during the entire appointment period.
• There must be available funds in the appropriate account line on the grant.
• The person or position must be listed in the award.

If all these conditions are met, the PD7 will be approved by GCA and forwarded to the Budget Office for the next step in the approval process. GCA research administrators have 5 business days to process accurate PD7’s from the date they are received in GCA. Please ensure that these documents are submitted in a timely fashion to avoid delay in processing/missed payroll periods/access problems for employees who may be between contract periods.