

Focus:	Departmental Procedures DOP	State of Alaska Department of Administration Division of Personnel <b><u>Policies and Procedures</u></b>
Topic:	Personnel Action Request Form (PARF) 32000 POL	Effective Date: 10/16/04  Supercedes: All Dept Specific Policies
Authority:	AAM 240.010	
Link(s)	DEP 32000 PRO	DEP 32000 FRM

**POLICY:**

The Personnel Action Request Form (PARF) is the official statewide form, and primary source document, used to request a personnel action affecting an employee's status, pay or employment record. The PARF is submitted to Technical Services for processing in the Alaska Statewide Payroll System (AKPAY), along with all the required forms necessary for the action.

**DEFINITION:**

Appointing Authority: The official to whom appointing authority has been assigned or delegated under AS 39.25.020.