

Faculty and Staff Personnel Action Request (PAR)

Employee Information

Employee Name:		EMPL ID (from 1USG):
Current Classification Title:	New Classification Title:	
Home Department:		
Reports To:	Time Approver:	

Position Number:	OR <input type="checkbox"/> New Position Needed <small>(Attach Budget Amendment)</small>
Proposed Start Date:	Job End Date (if applicable):
Current Compensation:	New Compensation:
Hours Per Week <small>(PT must be 19 hrs. or less, or benefits are offered):</small>	

Funding

Dept. Name:	Dept ID:	Percent:	Fund:	Program:	Class:	Project:
Dept. Name:	Dept ID:	Percent:	Fund:	Program:	Class:	Project:

Employment Type

Job Action

Request to Post Position for Applicants

<p>Check ALL that apply:</p> <p><input type="checkbox"/> Vacant Position</p> <p><input type="checkbox"/> Faculty OR <input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Full-time OR <input type="checkbox"/> Part-time</p> <hr/> <p>Check ONE:</p> <p><input type="checkbox"/> Regular</p> <p><input type="checkbox"/> Rehired Retiree</p> <p><input type="checkbox"/> Temporary <small>(positions can only work up to 1 year or 1300 hours, then requires a 26 week break in service)</small></p> <p><input type="checkbox"/> Limited Term <small>(staff positions are 1 year or less in duration, renewable only for a second year; faculty may be renewed a third year for a search to be conducted)</small></p> <p>Occasional <small>(Cannot work more than 520 hours per year)</small></p> <p>Non-Paid Affiliate</p>	<p>Check ALL that apply:</p> <p><input type="checkbox"/> New Position OR <input type="checkbox"/> Rehire</p> <p><input type="checkbox"/> Change in funding source</p> <p><input type="checkbox"/> Permanent pay change</p> <p><input type="checkbox"/> Transfer employee to a different position</p> <p><input type="checkbox"/> Transfer Position to a different department</p> <p><input type="checkbox"/> Reclassification</p> <p><input type="checkbox"/> Reports to change</p> <p>Extend Position</p>	<p>Proposed posting start date:</p> <p><input type="checkbox"/> Standard* OR <input type="checkbox"/> Open Until Filled</p> <p><small>* Faculty = 30 calendar days</small></p> <p><small>* Full-time = 10 calendar days</small></p> <p><small>* Internal only = 5 calendar</small></p>
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Name of Hiring or Budget Manager

Signature

Date

STOP—Please send to Human Resources for review. HR will route form to Budgets, who will review and route for remaining signatures.

HR & BUDGET REVIEW—ONLY

HR Notes:	HR Approval/Date:
Budget Notes:	Budget Approval/Date:

When received from the Budget Office, please sign below. Final signatory should return form to HR for processing.

Name of Dean/Director

Signature

Date

Name of VP/Provost

Signature

Date

HR & BUDGET ACTION—ONLY

Job Code:	Regular/Temp:	Pay Group:	Comp Freq:	Salary Minimum:	Background Check:
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