

# 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	New Position Needed <span style="color: red;">(Attach Budget Amendment)</span>
Proposed Start Date:	Job End Date (if applicable):	
Current Compensation:	New Compensation:	
Hours Per Week <span style="color: red;">(PT must be 19 hrs. or less, or benefits are offered)</span> :		

## 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 <b>ALL</b> that apply:</p> <p>Vacant Position</p> <p>Faculty <b>OR</b> Staff</p> <p>Full-time <b>OR</b> Part-time</p> <hr/> <p>Check <b>ONE</b>:</p> <p>Regular</p> <p>Rehired Retiree</p> <p>Temporary <span style="color: red;">(positions can only work up to 1 year or 1300 hours, then requires a 26 week break in service)</span></p> <p>Limited Term <span style="color: red;">(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)</span></p>	<p>Check <b>ALL</b> that apply:</p> <p>New Position <b>OR</b> Rehire</p> <p>Change in funding source</p> <p>Permanent pay change</p> <p>Transfer employee to a different position</p> <p>Transfer Position to a different department</p> <p>Reclassification <span style="color: red;">(on hold until February 2020)</span></p> <p>Reports to change</p> <hr/> <p>Comments:</p>	<p>Proposed posting start date:</p> <p style="text-align: center;">Standard* <b>OR</b> Open Until Filled</p> <p><span style="color: red;">* Faculty = 30 calendar days</span></p> <p><span style="color: red;">* Full-time = 10 calendar days</span></p> <p><span style="color: red;">* Internal only = 5 calendar</span></p>
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<i>Name of Hiring or Budget Manager</i>	<i>Signature</i>	<i>Date</i>
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**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.**

<i>Name of Dean/Director</i>	<i>Signature</i>	<i>Date</i>
<i>Name of VP/Provost</i>	<i>Signature</i>	<i>Date</i>

### HR & BUDGET ACTION—ONLY

Jobcode:	Regular/Temp:	Pay Group:	Comp Freq:	Salary Minimum:	Background Check:	HR Approved Start Date:	Budget Action:	HR Action:
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