

Personnel Action Request (PAR)



CONFIDENTIAL

(For Human Resources Use Only) NAE, NFAC, BIO, FACL, XTDI, WAGS, W-4, LEVS, I-9, PER, FILE MAINT

A. EMPLOYEE INFORMATION:

Dr. Ms. Mr. Mrs. Last Name First Name Middle Name

Mailing Address City State Zip Code Telephone (include area code)

Job Title/Rank/New Title (if applicable) Employing Department(s): Account Name(s) Immediate Supervisor

B. EMPLOYMENT CLASSIFICATION: (check all that apply)

Faculty (Tenure-Track), Visiting Faculty (Non-Tenure-Track), PT Faculty, Adjunct Faculty, Staff, FT Temp, FT Regular, PT Temp, PT Regular, Non-Exempt (Bi-weekly paid staff), Exempt (Faculty or Professional Staff)

C. EMPLOYMENT ACTION: (check all that apply)

New Hire, Pay Adjustment, Promotion, Change in FTE %, Transfer, Request for Stipend, Reclassification, Contract Addendum, Demotion, Rehire, Separation, Other

D. EMPLOYMENT INFORMATION:

Date(s) of Employment, Pay Status, Benefit Status, Salary Information, FTE %, Previously Employed by Southwestern?, Relocation Expense Reimbursement?, Related to any current SU employee?

E. POSITION CONTROL:

Table with columns: Replacement For, Salary Account, \$\$ Split, Position #, Pooled, Pos FTE %

F. EXPLANATORY COMMENTS:

G. SEPARATION OF EMPLOYMENT:

Dismissed, Not Reappointed, Retired, Voluntarily resigned due to, Temporary/Visiting Assignment Ended, Other, Official Date of Termination (DOT), Last Day Physically at Work

H. ROUTING/APPROVALS:

Table for routing approvals with columns: DEPARTMENT HEAD / DEAN, VICE PRESIDENT/DEAN OF FACULTY (ACADEMICS ONLY), FINANCE & ADMINISTRATION OFFICE, VICE PRESIDENT, FINANCIAL PLANNING/ANALYSIS MANAGER, HUMAN RESOURCES OFFICE

# Instructions for completing the *PAR* form.

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## Description of Sections

Section A - Complete employee name, address, hiring department, job title to be filled and supervisor

Section B - Check all that apply. Is the employee faculty? What type (visiting, adjunct, etc...?) Is the employee staff? Is the employee part-time or full-time? Complete non-exempt (bi-weekly pay) or exempt (monthly pay).

Section C - Complete effective date. Check what type of request is being made.

Section D - Complete beginning and end dates of position, if applicable. Check whether the employee is paid on 9 month, 12 month, or Bi-Weekly. Check whether the employee receives 9 month, 12 month or not eligible for benefits. Fill in the salary for this position. Fill in the percentage of work load this employee will be working (for faculty, this is usually completed by the AVP for Academic Affairs). Check whether the employee was previously employed by SU. Check whether relocation expense reimbursement will be offered to employee and what amount is offered. Indicate whether the candidate is related to any current SU employees.

Section E - Fill in whom or what position is being replaced (ex. name, sabbatical, etc...). Complete the salary account this position will be paid from. Fill in the amount being paid for this position and if it is split between multiple accounts.

Section F - Write any notes that will explain what the PAR is for.

Section G - Check what type of separation is being made. Fill in the date of separation and last day worked.

Section H – Acquire the Department Head/Dean and Vice President’s signature.

**Faculty Position:** Forward PAR to the Dean of the Faculty’s office and then to Human Resources for approval.

**Staff Position:** Forward PAR to the Human Resources Department for final approval.

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## Sections to be Completed

New Hire	Complete sections: A, B, C, D, E, F if needed, and H.
Promotion	Complete sections: A, B, C, D, E if applicable, F, and H.
Transfer	Complete sections: A, B, C, D, E, F, and H.
Reclassification	Complete sections: A, B, C, D, E, F if needed, and H.
Demotion	Complete sections: A, B, C, D, F, and H.
Separation	Complete sections: A, B, C, F, G, and H.
Pay Adjustment	Complete sections: A, B, C, D, E, F if needed, and H.
Change in FTE %	Complete sections: A, B, C, D, F, and H.
Request for Stipend	Complete sections: A, B, C, E, F, and H. <i>A completed PAR form indicating a request for stipend must be received in the Human Resources Office by the 10<sup>th</sup> of the month in order to be included in the 25<sup>th</sup> of the month payroll.</i>
Contract Addendum	Complete sections: A, B, C, D, E, F, and H.
Rehire	Complete sections: A, B, C, D, E, F if needed, and H.
Other	Complete sections: A, B, C, D, E, F, G, and H (all that are applicable).