

Personnel Action Request**(PAR)****CONFIDENTIAL****Southwestern
University****SUID Number****A. EMPLOYEE INFORMATION:**

(HR Use Only)

Prefix Last Name

First Name

Mailing Address

City

State

Zip Code

Job Title/Rank/New Title (if applicable)

Employing Department(s)

Immediate Supervisor

B. EMPLOYMENT CLASSIFICATION: (check all that apply)**C. EMPLOYMENT ACTION:** Eff. Date:

(Select the appropriate action)

Staff Options

Non-Exempt (Bi-weekly paid staff)

Faculty Options

Exempt (Faculty or Professional Staff)

Other:

Other:

(see page 3 for definitions of each action)

D. EMPLOYMENT INFORMATION:**Date(s) of Employment****Pay Status:**

Begins:

Benefit Status:

Ends:

Previously Employed by Southwestern? Yes No

If Yes, Dept.

Date(s)

(To be verified by Human Resources)

Relocation Expense Reimbursement? Yes

If Yes (\$) Amount

 No**Relation to any current SU employees?** If so, please identify: _____**Salary Information**Base Salary:
(FT Professional Staff, FT Faculty)Fall Salary/Stipend:
(PT Faculty)Spring Salary/Stipend:
(PT Faculty)Hourly Rate:
(Bi-weekly-Paid Staff, PT Staff)**Hours Per week
(PT Faculty only)**

7.75hrs per class

(PT Faculty) Total hours per week-Fall

(PT Faculty) Total hours per week-Spring

(refer to 'Hiring of Relatives' section in the Staff Handbook)

E. POSITION CONTROL:**(to be completed by Human Resources)**

Replacement For: (complete F. if applicable)

Salary Account

\$\$ Split

Position #

Pos FTE %

Lab

1.)

Replacement For: (complete F. if applicable)

Salary Account

\$\$ Split

Position #

Pos FTE %

Lab

2.)

F. EXPLANATORY COMMENTS: _____**G. SEPARATION OF EMPLOYMENT:**

Status:

Reason for Termination:

Voluntarily resigned due to:

Retired (Effective Date):

H. ROUTING/APPROVALS:**Official Date of
Termination (DOT):****Last Day Physically at Work:
(if different from DOT)**

DEPARTMENT HEAD / DEAN	DATE	Vice President for Academic Affairs	DATE	Vice President for Finance and Administration	DATE
VICE PRESIDENT	DATE	FINANCIAL PLANNING/ ANALYSIS MANAGER	DATE	HUMAN RESOURCES OFFICE	DATE

Instructions for completing the *PAR* form.

Description of Sections

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

Section B - Use drop down selection tool to select the type of Staff or Faculty position you are filling. Is the employee Part-Time temporary (PTT), Full-Time Temporary, Part-Time Regular (PT, set schedule) or Full-Time Regular (FT, Benefit Eligible)? Complete non-exempt (bi-weekly pay) or exempt (monthly pay). Utilize the "Other Box" if the position being filled is not covered above.

Section C - Complete effective date. Utilize the drop down tool to select the reason for the request.

Section D - Complete beginning and end dates of position, if applicable. Utilize the drop down tool to select how many months the employee will be paid. Utilize the drop down tool to select whether the employee is benefit eligible and the duration. 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...). The Salary Account, Split, Position #, and the POS FTE% lines will be completed by the Office of Human Resources. Select whether the position is a Lab (Academic Affairs Only)

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/Vice President of Division signature and send to HR.

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 10th of the month in order to be included in the 25th 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).

Supervisor Quick Reference – Employee Actions

This guide outlines common HR actions to help supervisors identify the type of action taking place and ensure accurate completion of the PAR

Action	What It Means	Example
New Hire	Bringing a new employee into the University.	Hiring a new staff member.
Promotion	Moving to a higher-level role with more responsibility.	Assistant Director → Director.
Transfer	Moving to another department or position at the same level.	From Admissions to Financial Aid.
Reclassification	Updating a job title, level, or job family after review.	Coordinator reclassified to Specialist.
Demotion	Moving to a lower-level role.	Manager → Coordinator.
Separation	Ending employment.	Resignation, retirement, or termination.
Pay Adjustment	Pay change outside of promotion.	Market, equity, or retention increase.
Change in FTE %	Changing scheduled work hours.	1.0 FTE → 0.75 FTE.
Request for Stipend	Temporary pay for extra duties or projects.	Leading special project for 6 months.
Contract Addendum	Formal change/extension to contract terms.	Extending faculty contract for 1 year.
Rehire	Bringing back a former employee.	Returning staff member after a break in service.
Other	Any other actions that are not specified.	