

Personnel Action Request (PAR)

Southwestern University

Distribution: (For Human Resources Use Only) White-HR, -Yellow-Payroll, Pink-Provost/Dept, Green-Budget. Includes checkboxes for NAE, BIO, XTDI, NFAC, FACL, WAGS, LEVS.

CONFIDENTIAL

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?

E. POSITION CONTROL:

Table with 6 columns: Replacement For, Salary Account, \$\$ Split, Position #, Pooled, Pos FTE %. Rows 1-4.

F. EXPLANATORY COMMENTS:

Blank lines for explanatory comments.

G. SEPARATION OF EMPLOYMENT:

Dismissed, Not Reappointed, Retired, Voluntarily resigned due to: Accepted Another Position, Continuing Education, Personal/Other, Relocation. Includes Official Date of Termination (DOT) and Last Day Physically at Work.

H. ROUTING/APPROVALS:

Routing table with columns for DEPARTMENT HEAD / DEAN, VICE PRESIDENT, BUDGET OFFICE, HUMAN RESOURCES OFFICE and rows for 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 - 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 Administration). Check whether the employee was previously employed by SU. Check whether relocation expense reimbursement will be offered to employee and what amount is offered.

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. Forward the PAR to the Provost’s office for faculty and to the Human Resources Department for staff.

Sections to be Completed

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|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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). |