

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 6 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 for Department Head/Dean, Vice President/Provost, Finance & Administration Office, Vice President, Financial Planning/Analysis Manager, Human Resources Office