

INSTRUCTIONAL <u>P</u>ERSONNEL <u>A</u>CTION <u>R</u>EQUEST FORM INSTRUCTIONS

The Instructional Personnel Action Request Form (PAR) is to be used for all Full-Time Faculty Personnel Transactions. In addition, it is to be used for those Temporary Personnel Transactions that cannot be processed through the PeopleSoft Part-Time Faculty or Student Hiring Modules. The form must be signed by at least two approvers (normally, the Department Chair and the College Dean or DFO). With the exception of a PAR for a new FT/Tenure Track Faculty, PARs are to be forwarded to the Office of Human Resources for review and processing; completed PARS for new FT/Tenure Track Faculty should be forwarded along with the complete Hiring Packet to Faculty Affairs for review and approval

		aculty Affairs for review and approval.
Line #		Instructions
1	College/Division	Enter the name of the College or Division.
1	Date	Enter today's date. This should be the date the form was prepared.
2	Empl ID #	Enter the Faculty member's 9-digit PeopleSoft ID Number. If the faculty member is a new employee, or is not currently in the PeopleSoft system, enter "NEW" in this section.
2	Record #	Enter the Employee's corresponding PS Record Number.
2	Empl Position #	Enter the Employee's Position Number from Manager's Workbench that corresponds to the New/Changed Information. If a position number does not exist, write "New".
3	First Name	Enter the full, legal First Name as it appears on the Social Security Card (do not use nicknames or abbreviated names).
3	МІ	Enter the Middle Initial, if any.
3	Last Name	Type in the full, legal Last Name as it appears on the Social Security Card.
4	Reports to (name)	Enter the name of the faculty member's direct supervisor.
4	Reports to (position #)	Enter the position number of the faculty member's direct supervisor.
5	Action Requested	Indicate the specific type of transaction that is being requested (e.g., appointment, reassignment, timebase change, promotion, resignation, retirement, retroactive correction, etc.). Provide as much detailed information as you can to assist Academic Personnel/Operations to determing what you are trying to accomplish. Please refer to PAR samples provided or your Operations Technician for assistance. If a retirement or separation, note and discuss with Payroll any payout issues in advance.
6	Employee Type	Check the appropriate box or boxes to indicate the faculty member's status on the effective date of this transaction.
7	Current Classification/Grade	Indicate the faculty member's current job classification (Professor, Dept Chair, Lecturer, Teaching Associate, Graduate Assistant, etc.) and grade (A,B,C,D) when appropriate.
7	Academic Year/12- month/Monthly	Indicate which job status the faculty member currently holds.
7	Current Department	Indicate the faculty member's Department or Work Location prior to this transaction.
8	New/Changed Classification	Enter the faculty member's new payroll classification after this transaction, even if not different from current classification. For Example: An Associate Professor AY (current classification) promoted to Professor AY (new classification). See CSU Salary Schedule for Unit-3 Faculty Job Classifications.
8	Academic Year/12- month/Monthly	Indicate which job status the faculty member will hold after this transaction, even if not different from current status.
8	New/Changed Department	Enter the faculty member's new department/work location after this transaction, even if not different then current department.
9	Current Dept ID	Enter the faculty member's current 5-digit Department ID.
9	Current Job Code	Enter the faculty member's current 4-digit Job Code (Payroll Classification Code).
9	Current Appt/Leave End Date	Enter the current Appointment End Date or current Leave End Date, as appropriate. Leave blank for new employees. The appointment end date for Tenure-track faculty is INDEF (indefinite) unless they are on leave and have a Leave End Date instead.
9	Current Rank	Enter the current faculty rank (0, 1, 2, 3, 4, or 5). Professor, Librarian, and Lecturer D = Rank 5; Associate Professor, Assoc Librarian, and Lecturer C = Rank 4, etc. Refer to CSU Salary Schedule for rank options within each Job Code.



INSTRUCTIONAL <u>P</u>ERSONNEL <u>A</u>CTION <u>R</u>EQUEST FORM INSTRUCTIONS

Line #	Item	Instructions
	Current Paid Units	Complete for Temporary/Part-Time Faculty and TA's only. Enter the number of units for
		which the faculty member is being paid before this transaction takes place. Paid Units
		can only be to the tenth decimal.
9	Current Time Base	Enter the current timebase in effect before this transaction takes place. For part-time
	Carrone rimo Daco	faculty (fewer than 14.9 paid units) enter the timebase as a fraction (3/15, 12/15,
		etc.). For full-time faculty (14.9 or 15 paid units), enter 1.0 . The timebase will be
		converted to a 2-digit decimal (.20, .80, .33, etc.) on the PAR, but the Actual Salary will
		be calculated automatically by multiplying the fraction times the full-time rate of pay. It is
		important to enter the fraction rather than the 2-digit decimal since the fraction may
		result in a decimal of more than 2-digits (e.g., 1/3 = .33333). The Actual Salary must
		be calculated using the fraction in order to be accurate. Refer to the Timebase Fraction
		Table for Payroll Fractions.
9	Current Base Salary	Enter the current full-time monthly rate of pay. This is the salary the faculty member
	-	would receive if full-time.
9	Current Actual Salary	The Actual Salary will populate automatically if the timebase has been keyed as a
		fraction (less than full-time) or 1.0 (full-time) and the full-time rate of pay has been
		entered in the Base Salary field. Hourly Intermittent Salaries must be entered manually.
10	New/Changed	Enter the 5-digit Department ID code that will be in effect upon implementation of this
10	Dept ID	transaction, even if there is no change from current Dept ID.
10	New/Changed Job Code	Enter the 4-digit CSU Job Code that will be in effect upon implementation of this transaction (e.g., 2358 for Lecturer AY, 2360 for Tenure-Track Faculty, etc.), even if
		, ,,
10	Effective Date	there was no change from previous Job Code. Enter the effective date of this transaction. For new or continuing faculty (appointments,
10	Ellective Date	leaves, reassignments, timebase changes, etc.), this would be the first day of their new
		or changed status (Beginning of Business). For separating faculty (separations,
		resignations, and retirements), this would be the last day they will be in their current
		status (Close of Business).
10	New/Changed	This should be the last day of the Temporary Appointment or Leave (if on leave status).
	Appt/Leave	All Temporary Appointments and all Leaves must have an ending date. Enter INDEF
	End Date	(indefinite) for probationary or tenured faculty unless on leave.
	New/Changed Rank	Enter the rank code (0, 1, 2, 3, 4, or 5) that will be in effect upon implementation of
	_	transaction, even if not different from current Rank. Refer to CSU Salary Schedule for
		rank options within each Job Code.
10	New/Changed Paid Units	For Part-Time Faculty Only. Enter the number of units for which the faculty member is to
		be paid upon implementation of this transaction, even if no different from current Paid
		Units. Can only go to tenths of units.
10	New/Changed	Enter the timebase as a fraction (3/15, 12/15, etc.) for part-time faculty. Enter 1.0 for full-
	Time Base	time faculty.
10	New/Changed Base Salary	Enter the Base Salary (full-time rate of pay) that will be in effect upon implementation of
10	Now/Changed Actual Calam	transaction. The Actual Salary will populate automatically if the timebase has been keyed as a
10	New/Changed Actual Salary	fraction (less than full-time) or 1.0 (full-time) and the full-time rate of pay has been
		entered on the PAR. For faculty on Difference-in-Pay Leaves, the Actual Salary will
		need to be manually entered (Regular AY Base Salary minus the full-time rate for Rank
		2, minimum of salary range, which can be found on the Rank 2 salary schedule.
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11	See Above	Complete only if the individual has two concurrent positions.
	See Above	Complete only if the individual has two concurrent positions.
	Approvals	Each PAR must be signed by at least two approvers. Normally, these would be the
		Department Chair and the College DFO or Dean.
13	Remarks	For Human Resources use only.





Submit Personnel Action Request Forms (PAR's) to Human Resources for the following Full-Time Faculty transactions using the effective dates indicated below. PARs should be submitted 30 days prior to the beginning of a semester and not later than August 1st to ensure processing for the September pay period for AY employees.

PARS Needed to Wrap up Prior Academic Year											
Transaction Type	Comments										
Return from Leave without Pay	Indicate the Effective Date of return from Leave. Those who worked the previous Fall and were on leave in the Spring must be returned on August 1 to receive a Full August warrant (the 6th warrant from the previous Fall).										
Return from Difference in Pay (DIP) or Irregular Sabbatical Leave	PARs required for returns from DIP or Irregular Sabbaticals. No PAR needed for returns from Regular (Full) Sabbaticals - HR will process these returns centrally.										
Retirements * -Will Not FERP (1 of 1) -Retire Will FERP (1 of 2)	Effective Date of Separation must be prior to 1st day of new AY or Semester and should be at least one day before the PERS Retirement Date.* Attach documentation and indicate on the PAR whether or not the person will participate in FERP.										
Separation / Resignation *	Attach Copy of Resignation Letter.*										
Completing 5 Years of FERP	Attach Copy of Resignation Letter.*										

PARS Needed for the Upc	oming Fall Semester and Academic Year
Transaction Type	Comments
New Appointments (Temporary and Tenure Track)	Indicate # of yrs credit granted toward tenure; and any outstanding visa or degree requirements on PAR. This PAR type to be sent with Hiring Packet, including Verification of Degree to Faculty Affairs.
Temporary Transition or Reappointments	Indicate Reason for Change, Duration of Appointment and appropriate Appt End Date. Includes transition to 2361 (12mo), 2387 (GRIF), etc.
Begin Leave without Pay	Indicate the anticipated Leave End Date on PAR and whether a Professional or Personal Leave. Attach copy of approved application.
Begin Sabbatical	Indicate type of Sabbatical per Sample. DIP Leave salary must be
-Regular Sabbatical	manually calculated to accommodate current minimum rate of AY
-Difference in Pay Sabbatical / DIP	Instructor (Rank 2).
FERP Appointment	Beginning or Returning FERP Participation. New PARs should
- <u>New 50/50</u>	be submitted along with Retirement PAR. FERPers teaching Fall
-New or Continuing Fall Only,	Only, Spring Only or Other, require a PAR at the beginning of
Spring Only, or Other	each term they will be teaching. FERPers teaching Other require a
	PAR to separate at end of each term or period.
Reassignments	AY to 12 mo & 12 mo to AY, etc. Faculty Affairs will prepare the
	PARs for all incoming and outgoing Chairs. Indicate if transferring
	prior to Retirement/FERP.



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INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

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INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Divis	sion:						Date:							
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3. Name:														
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FA (Optional):	<u> </u>										Date To	o HR OPS:		
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