

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.

Line #	Item	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	MI	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 determining what you are trying to accomplish. Please refer to PAR samples provided or your Ops 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.

Line #	Item	Instructions
9	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 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 Dept ID	Enter the 5-digit Department ID code that will be in effect upon implementation of this 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 there was no change from previous Job Code.
10	Effective Date	Enter the effective date of this transaction. For new or continuing faculty (appointments, 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 Appt/Leave End Date	This should be the last day of the Temporary Appointment or Leave (if on leave status). All Temporary Appointments and all Leaves must have an ending date. Enter INDEF (indefinite) for probationary or tenured faculty unless on leave.
10	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 Time Base	Enter the timebase as a fraction (3/15, 12/15, etc.) for part-time faculty. Enter 1.0 for full-time faculty.
10	New/Changed Base Salary	Enter the Base Salary (full-time rate of pay) that will be in effect upon implementation of transaction.
10	New/Changed 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 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).
11	See Above	Complete only if the individual has two concurrent positions.
12	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 **Temporary/Part-Time Academic Personnel** transactions using the effective dates indicated below. **PARs should be submitted as soon as possible and not later than September 1st to ensure processing for the September pay period for AY Employees.**

PARS Needed to Wrap up Prior Academic Year

Transaction Type	Comments
Retirements, Resignations & End of Temporary Appointments *	PAR & documentation required for Retirements and Resignations.* Attach copy of documentation. PAR for End of Temp Appt (not being reappointed) is optional. HROPS will separate PT faculty centrally before the September Payroll Cutoff Date if not reappointed for the Fall Semester.
Return from Leave Without Pay (LWOP)	Adjust Salary for SSI/GSI if appropriate.

PARS Needed for Upcoming Fall Semester and Academic Year

Transaction Type	Comments
Base Salary Correction/Adjustment or Increase	Base Salary corrections/adjustments/increase processed via PAR. If an increase (not a correction), explanation and/or justification required.
Hire Full-Time Lecturer	Full-Time (15 units) transactions cannot be processed in the PTF Module and must be processed via a PAR.
Temporary Transition	Temporary transition to FT, 12 Month or other Status. Full-Time (15 units) transactions cannot be processed in the PTF Module and must be processed via a PAR. Remember to submit a PAR to transition back at end of Temporary Assignment.
Return Temporary Faculty with a 3 Year Appointment who didn't work this past Semester	3-year temporary faculty who did not work in the most recent Semester must be reappointed on a PAR, including on leave or only work one Semester.
Begin Rehired Annuitant Appointments	Appointments of Rehired Annuitants cannot be keyed into the PTF Module but must be processed via a PAR s they require special coding in PS and PIMS.
Temporary Separation of Appointment	Indicate if no units available, etc.
Begin Leave Without Pay	Attach Copy of Approved Leave Application.
Retroactive Corrections	Corrections that are effective prior to the last transaction keyed into PeopleSoft are considered retroactive and must be processed on a PAR.
Corrections to Duration of Appointment	If you keyed and saved the wrong Duration of Appointment, you must process the correction on a PAR.
Separation of GA at end of Appointment	Graduate Assistants must be separated via a PAR at the end of their appointment.
Blank PAR form	Blank PAR form

* Separation/Clearance Forms (Parts 1 & 2) must be submitted for resignations, separations, and retirements.



INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division: _____ Date: _____

2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID # _____

3. Name: _____
First Name MI Last Name

4. Reports to (name): _____ Reports to (position #): _____

5. Action Requested: Separate temporary faculty member effective close of business _____
 Retirement
 Resignation

6. Comments (Optional): _____

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

~ Submit Completed PAR Form to Human Resources by the 10th of the Month to meet Monthly Processing & Payroll Cut-Off Deadlines ~

* Complete "Paid Units" for Temporary/Part-Time Faculty and Teaching Associates Only

For Human Resources Use Only

13. Remarks:							
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
AM Pay Group:		Prob Code:		Prob End Date:		Anni Date:	
Appt Duration:		Ret Code:		Sabb Elig Date:		DIP Elig Date:	
FMI Amt:		FERP End Date:		Remaining SSI's:		Final Anni Date:	
PRTB End Date:		Visa Type:		Visa Exp Date:		2481 AdminFrac:	
Ops Input:				Ops Audit:			



INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division: _____ Date: _____

2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID #: _____

3. Name: _____
First Name MI Last Name

4. Reports to (name): _____ Reports to (position #): _____

5. Action Requested: Returning from leave without pay.

6. Comments (Optional):

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

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* Complete "Paid Units" for Temporary/Part-Time Faculty and Teaching Associates Only

For Human Resources Use Only

13. Remarks:							
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
AM Pay Group:		Prob Code:		Prob End Date:		Anni Date:	
Appt Duration:		Ret Code:		Sabb Elig Date:		DIP Elig Date:	
FMI Amt:		FERP End Date:		Remaining SSI's:		Final Anni Date:	
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Ops Input:				Ops Audit:			



INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division: _____ Date: _____

2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID # _____

3. Name: _____
First Name MI Last Name

4. Reports to (name): _____ Reports to (position #): _____

5. Action Requested: Correct monthly base salary. Outdated minimum exists in module.
Last worked: _____

6. Comments (Optional):

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

~ Submit Completed PAR Form to Human Resources by the 10th of the Month to meet Monthly Processing & Payroll Cut-Off Deadlines ~

* Complete "Paid Units" for Temporary/Part-Time Faculty and Teaching Associates Only

For Human Resources Use Only

13. Remarks:							
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
AM Pay Group:		Prob Code:		Prob End Date:		Anni Date:	
Appt Duration:		Ret Code:		Sabb Elig Date:		DIP Elig Date:	
FMI Amt:		FERP End Date:		Remaining SSI's:		Final Anni Date:	
PRTB End Date:		Visa Type:		Visa Exp Date:		2481 AdminFrac:	
Ops Input:				Ops Audit:			



INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division: _____ Date: _____

2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID #: _____

3. Name: _____
First Name MI Last Name

4. Reports to (name): _____ Reports to (position #): _____

5. Action Requested: Hiring new full-time temporary faculty member beginning _____

6. Comments (Optional):

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

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* Complete "Paid Units" for Temporary/Part-Time Faculty and Teaching Associates Only

For Human Resources Use Only

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Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
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INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division: _____ Date: _____

2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID # _____

3. Name: _____
First Name MI Last Name

4. Reports to (name): _____ Reports to (position #): _____

5. Action Requested: Transition faculty member to:
 Full-Time Other Status
 12-Month

6. Comments (Optional):

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

~ Submit Completed PAR Form to Human Resources by the 10th of the Month to meet Monthly Processing & Payroll Cut-Off Deadlines ~

* Complete "Paid Units" for Temporary/Part-Time Faculty and Teaching Associates Only

For Human Resources Use Only

13. Remarks:							
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
AM Pay Group:		Prob Code:		Prob End Date:		Anni Date:	
Appt Duration:		Ret Code:		Sabb Elig Date:		DIP Elig Date:	
FMI Amt:		FERP End Date:		Remaining SSI's:		Final Anni Date:	
PRTB End Date:		Visa Type:		Visa Exp Date:		2481 AdminFrac:	
Ops Input:				Ops Audit:			



INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division: _____ Date: _____

2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID # _____

3. Name: _____
 First Name _____ MI _____ Last Name _____

4. Reports to (name): _____ Reports to (position #): _____

5. Action Requested: Return 3 year temporary faculty effective _____
 Did not work (Fall/Spring) 20 _____
 Works Fall only Spring only
 Current 3 year appointment ends _____

6. Comments (Optional): _____

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

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* Complete "Paid Units" for Temporary/Part-Time Faculty and Teaching Associates Only

For Human Resources Use Only

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Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
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FMI Amt:		FERP End Date:		Remaining SSI's:		Final Anni Date:	
PRTB End Date:		Visa Type:		Visa Exp Date:		2481 AdminFrac:	
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INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division: _____ Date: _____

2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID #: _____

3. Name: _____
First Name MI Last Name

4. Reports to (name): _____ Reports to (position #): _____

5. Action Requested: Faculty member returning as Rehired Annuitant.

6. Comments (Optional):

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

~ Submit Completed PAR Form to Human Resources by the 10th of the Month to meet Monthly Processing & Payroll Cut-Off Deadlines ~

* Complete "Paid Units" for Temporary/Part-Time Faculty and Teaching Associates Only

For Human Resources Use Only

13. Remarks:							
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
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- 1. College/Division: _____ Date: _____
- 2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID # _____
- 3. Name: _____
 First Name _____ MI _____ Last Name _____
- 4. Reports to (name): _____ Reports to (position #): _____
- 5. Action Requested: Temporarily separate temporary faculty member effective close of business _____
 Indicate if No units available and semester of return _____
- 6. Comments (Optional): _____

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

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Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
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Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
AM Pay Group:		Prob Code:		Prob End Date:		Anni Date:	
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1. College/Division: _____ Date: _____

2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID # _____

3. Name: _____
First Name MI Last Name

4. Reports to (name): _____ Reports to (position #): _____

5. Action Requested: Faculty member beginning leave without pay.
Begin Leave: _____ End of Leave: _____
Important: Indicate if personal or professional leave, anticipated date of return. Attach copy of approved Leave Application. Faculty member must have appointment.

6. Comments (Optional):

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

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* Complete "Paid Units" for Temporary/Part-Time Faculty and Teaching Associates Only

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13. Remarks:							
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
AM Pay Group:		Prob Code:		Prob End Date:		Anni Date:	
Appt Duration:		Ret Code:		Sabb Elig Date:		DIP Elig Date:	
FMI Amt:		FERP End Date:		Remaining SSI's:		Final Anni Date:	
PRTB End Date:		Visa Type:		Visa Exp Date:		2481 AdminFrac:	
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INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division: _____ Date: _____

2. Empl ID #: _____ Record #: _____ Empl Position #: _____ Dept ID #: _____

3. Name: _____
First Name MI Last Name

4. Reports to (name): _____ Reports to (position #): _____

5. Action Requested: _____

6. Comments (Optional): _____

Job	Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units*	Base Salary	Time Base	Actual Salary
New Information									

APPROVALS:

	Name (Please Type or Print):	Signature:	Date:	Extension:	Mail Drop:
Prepared By:					
Dept Chair:					
Dean/DFO:					
FA (Optional):				Date To HR OPS:	

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Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Action/Reason:		Effective Date:		PIMS TranCode:		Effective Date:	
Appt End:		Last Day Worked:		Payroll Return:		Empl Class:	
AM Pay Group:		Prob Code:		Prob End Date:		Anni Date:	
Appt Duration:		Ret Code:		Sabb Elig Date:		DIP Elig Date:	
FMI Amt:		FERP End Date:		Remaining SSI's:		Final Anni Date:	
PRTB End Date:		Visa Type:		Visa Exp Date:		2481 AdminFrac:	
Ops Input:	Ops Audit:						