

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

		he complete Hiring Packet to Faculty Affairs for review and approval.
Line #		Instructions
	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 determing 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-	Indicate which job status the faculty member currently holds.
7	month/Monthly	In the state of th
7	Current Department	Indicate the faculty member's Department or Work Location prior to this transaction.
	Navy (Olassa and Olassa) files at lass	Find a who for the complete party party all places first the party that the properties are a significant to the complete party and the co
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 <u>CSU</u>
0	Acadomia Voor/42	Salary Schedule for Unit-3 Faculty Job Classifications.
8	Academic Year/12-	Indicate which job status the faculty member will hold after this transaction, even if not different from current status.
0	month/Monthly	
8	New/Changed Department	Enter the faculty member's new department/work location after this transaction, even if not different then current department
	Current Dest ID	if not different then current department.
9	Current Joh Code	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.
	Compant Dank	Enter the current feculty reply (0, 4, 2, 2, 4, as 5). Desfecces Librarian and Lastronia
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 <u>CSU Salary Schedule</u> for rank options within each Job Code.



INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM INSTRUCTIONS

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
10	New/Changed	manually. Enter the 5-digit Department ID code that will be in effect upon implementation of
10	Dept ID	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
10	New/onlinged bob code	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	This should be the last day of the Temporary Appointment or Leave (if on leave
	Appt/Leave	status). All Temporary Appointments and all Leaves must have an ending date.
	End 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 <u>CSU Salary Schedule</u>
		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
10	Name (Olivery and	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
10	Time Base New/Changed Base Salary	full-time faculty. Enter the Base Salary (full-time rate of pay) that will be in effect upon
10	New/Changed Base Salary	implementation of transaction.
10	New/Changed Actual Salary	The Actual Salary will populate automatically if the timebase has been keyed as a
	Trow/onlinged Actual Calary	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.



Temporary/Part-Time PAR List

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.

Employees.	
PARS Needed to Wrap up Pri	or 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 F	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 transiton 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 transiton 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.



1. College/Division: Date:													
2. Empl ID #:					Reco	ord #:	Empl Position #: Dept ID #						
3. Name:													
•	First Nan	ne				MI	Last Name						
4. Reports to (name):						Reports to (po	sition #):					_
5. Action Requ6. Comments (□ Re	ate temporal etirement esignation	ry faculty m	embe	er effective clos	se of business						
<u> </u>	, ,	·											
			_	T		A + //					_		
Job		Dept ID	Job Code	Transacti Effective D		Appt/Leave End Date	Rank	Paid Units	s*	Base Sala	ary	Time Base	Actual Salary
New Informatio	n												
						A DD	26VAI 0.						
	Name (P	loose Ty	pe or Print):		Sic		ROVALS:		Date		Extens	ion:	Mail Drop:
Prepared By:	Name (F	lease ry	pe or Filing	-	Sig	gnature:			Date	· <u>·</u>	EXICIIS	IOH.	ман Бюр.
Dept Chair:													
					+								
Dean/DFO: FA (Optional):					+						Date T	o HR OPS:	
	mit Comr	alatad DA	\D Form to	Llumon Pos	- SUIFO	as by the 10th	of the Month to	moot Mon	thly E	Proposin			Doodlings ~
~ Sub	MIL COMP	ileteu F				-	of the Month to art-Time Faculty					/ron Cut-On	Deadlines ~
			Oompless	, i aid 51			sources Us		III 9	100001413	3 0,		
13. Remarks:													
Action/Reason:			Effective D)ate:		PIM	IS TranCode:		E	Effective [Date:		
Action/Reason:		†	Effective D				IS TranCode:			Effective [1	
Appt End:			Last Day V	Vorked:		Pay	roll Return:		E	Empl Clas	38:	1	
AM Pay Group:	: 1		Prob Code				b End Date:			Anni Date		1	
Appt Duration:			Ret Code:			Sab	b Elig Date:		[DIP Elig D)ate:		
FMI Amt:			FERP End	Date:		Ren	naining SSI's:		F	Final Anni	Date:		
PRTB End Date	e:		Visa Type:				a Exp Date:		2	2481 Adm	ninFrac:		
Ops Input:						Ops	s Audit:						



1. College/Div	ision:						Date:								
2. Empl ID #:				F	Record	#:	Em	pl Positior	า #:			Dept ID#			
3. Name:															
	First Na	ame				MI	Last Name								
4. Reports to (name):						Reports to (po	sition #):							
5. Action Requ	uested:	Returni	ing from lea	ve without pa	ay.										
6. Comments	(Optiona	al):													
lah		DantiD	lah Oada	Transactio		ppt/Leave	Donk	Daid Haif	. .*	Dana Cala		Time Dees	Ashaal Calama		
Job		Dept ID	Job Code	Effective Da	ate	End Date	Rank	Paid Unit	IS"	Base Sala	ry	Time Base	Actual Salary		
New Information	on														
						APP	ROVALS:								
	Name ((Please Ty	pe or Print)		Signa	ture:			Dat	e:	Extensi	ion:	Mail Drop:		
Prepared By:									<u> </u>						
Dept Chair:															
Dean/DFO:															
FA (Optional):											Date T	o HR OPS:			
~ Sub	mit Con	npleted PA	R Form to	Human Resc	urces	by the 10th	of the Month to	meet Mor	ithly	Processing	g & Pay	roll Cut-Off	Deadlines ~		
			* Complete	e "Paid Units'	for Te	emporary/P	art-Time Faculty	and Teac	hing	Associate	s Only				
				ا	For H	luman R	esources Us	e Only							
13. Remarks:								1							
Action/Reason	:		Effective D	ate:		PIN	MS TranCode:			Effective [Date:				
Action/Reason	:		Effective D	ate:		PI	MS TranCode:			Effective [Date:				
Appt End:			Last Day V	Vorked:		Pa	yroll Return:			Empl Clas	s:				
AM Pay Group	:		Prob Code	:			ob End Date:			Anni Date:					
Appt Duration:			Ret Code:				bb Elig Date:			DIP Elig D	ate:				
FMI Amt:			FERP End	Date:			maining SSI's:			Final Anni					
PRTB End Dat Ops Input:	e:		Visa Type:				a Exp Date:			2481 Adm	inFrac:				
Оръ піриі.						Ομ	s Audit:								



1. College/Divi	sion:					Date:						
2. Empl ID #:				Re	ecord #:		Empl Position #: Dept ID #					
3. Name:												
	First N	ame			MI	Last Na	ame					
4. Reports to (name):					Report	s to (po	sition #):				_
5. Action Requ	iested:		-	ase salary. Ou		num exists ir	n module	e.				
6. Comments	(Option	al):										_
												_
Job		Dept ID	Job Code	Transaction Effective Date			ank	Paid Units*	Base Sala	ıry T	ime Base	Actual Salary
New Information	n											
					Δ	PPROVAI	٥.					
	Name	(Please Ty	pe or Print)	: 5	Signature:	FFROVA	_3.	Da	ite:	Extension	on:	Mail Drop:
Prepared By:		()	,		J							,
Dept Chair:												
Dean/DFO:												
FA (Optional):										Date To	HR OPS:	
~ Sub	mit Cor	npleted PA	R Form to	Human Resou	rces by the 1	10th of the M	onth to	meet Monthly	/ Processing	a & Payr	oll Cut-Off	Deadlines ~
		'		e "Paid Units" f								
				F	or Human	Resourc	es Us	e Only				
13. Remarks:						1		1	T		1	
Action/Reason:			Effective D)ate:		PIMS Trano	Code:		Effective [Date:		
Action/Reason:			Effective D	oate:		PIMS Tranc	Code:		Effective [Date:		
Appt End:			Last Day V	Vorked:		Payroll Ret	urn:		Empl Clas	s:		
AM Pay Group	:		Prob Code			Prob End D	ate:		Anni Date			
Appt Duration:			Ret Code:	1		Sabb Elig D			DIP Elig D			
FMI Amt:			FERP End			Remaining			Final Anni			
PRTB End Dat Ops Input:	e:		Visa Type:			Visa Exp Da Ops Audit:	ate:		2481 Adm	inFrac:		



1. College/Div	ision:					Date:								
2. Empl ID #:				F	Record #:	Er	Empl Position #: Dept ID #							
3. Name:														
	First Na	ame			MI	Last Name								
4. Reports to (name):					Reports to (pe	osition #):							
5. Action Requ	uested:	Hiring r	new full-time	e temporary f	faculty memb	per beginning								
6. Comments	(Optiona	al):												
Job		Dept ID	Job Code	Transactio Effective Da			Paid Units*	Base Sal	ary Time Base	Actual Salary				
New Information	n													
	Name ((Disease Tv	Drint)			APPROVALS:	ļ.	\-4=.	E-damaian.	Mail Duan				
Prepared By:	Name (Please Tyl	pe or Print):	2	Signature:		ĮL)ate:	Extension:	Mail Drop:				
Dept Chair:														
Dean/DFO:														
FA (Optional):									Date To HR OPS	:				
	mit Con	nnleted PA	R Form to	Human Resc	ources by the	10th of the Month to	o meet Month	alv Processin						
Cun	///// OG.	ipiotod i 7.				ary/Part-Time Facult		-		Deadines				
						n Resources U								
13. Remarks:														
Action/Reason	: <u> </u>		Effective D	Date:		PIMS TranCode:	Τ	Effective	Date:					
Action/Reason			Effective D	Date:		PIMS TranCode:		Effective	Date:					
Appt End:			Last Day V	Vorked:		Payroll Return:		Empl Cla	ss:					
AM Pay Group	:	_	Prob Code	»:		Prob End Date:		Anni Date	e:					
Appt Duration:			Ret Code:			Sabb Elig Date:		DIP Elig I	Date:					
FMI Amt:			FERP End	Date:		Remaining SSI's:		Final Ann	i Date:					
PRTB End Dat	e:		Visa Type:	<u>. </u>		Visa Exp Date:		2481 Adr	ninFrac:					
Ops Input:						Ops Audit:								



1. College/Divi	sion:						Date:						
2. Empl ID #:					Rec	cord #:	Empl Position #: Dept ID #						
3. Name:													
•	First Nan	ne				MI	Last Name			-	-		
4. Reports to (name):						Reports to (po	sition #):					
5. Action Requ	iested:	□ Ful	tion faculty r ill-Time -Month			ther Status							
6. Comments ((Optional)):											
				Transac	tion	Appt/Leave							
Job		Dept ID	Job Code	Effective			Rank	Paid Units	s*	Base Salar	ry T	Time Base	Actual Salary
New Informatio	n		,										
						ADD	BOVAL S.						
	Name (P	lease Tv	/pe or Print):	_	Sic	APPI gnature:	ROVALS:		Date:		Extension	on:	Mail Drop:
Prepared By:	Ivanio (i	lease 1,	pe or r mis,			gilature.							Iviali Diop.
Dept Chair:							<u></u>						
Dean/DFO:													
FA (Optional):											Date To	o HR OPS:	
	mit Comr	oleted P£	AR Form to	Human Re	sourc	res by the 10th	of the Month to	meet Mon	thly Pr				Deadlines ~
	IIII Oom	neteu i i					art-Time Faculty					Oli Gut-Oli	Deadillies
							esources Us						
13. Remarks:													
Action/Reason:	_	7	Effective D	oate:		PIN	MS TranCode:		Ef	ffective D	Date:	T	_
Action/Reason:			Effective D	ate:		PIN	//S TranCode:		Ef	ffective D)ate:	T	
Appt End:			Last Day V	Vorked:		Pay	yroll Return:		Er	mpl Class	s:		
AM Pay Group:			Prob Code	y:		Pro	bb End Date:		Ar	nni Date:			
Appt Duration:			Ret Code:			Sal	bb Elig Date:		DI	IP Elig D	ate:		
FMI Amt:			FERP End	Date:		Rer	maining SSI's:		Fi	inal Anni	Date:		
PRTB End Date	e:		Visa Type:	\perp			a Exp Date:		24	481 Admi	inFrac:		
Ops Input:						Ops	s Audit:						



1. College/Div	ision:					D	ate:				
2. Empl ID #:				Rec	ord #:	Em	pl Position	#:		Dept ID#	
3. Name:											
	First Nam	ne			MI	Last Name					
4. Reports to (name):					Reports to (po	sition #):				
5 4 0 5			0 1				_				
5. Action Requ	iested:		•	porary faculty eff	rective		-				
				Fall/Spring) 20 Fall only	 ☐ Spring on	de c					
				rall only appointment en	. •	шу					
	, a , , , , , , , , , , , , , , , , , ,		illelit 5 yeal	арропшнети еп							
6. Comments	(Optional):										
-											
				T	A 4/1						
Job		Dept ID	Job Code	Transaction Effective Date	Appt/Leave End Date	Rank	Paid Units	Base Sa	ary Tin	ne Base	Actual Salary
New Information		-									Í
New Information	711										
					APP	ROVALS:					
	Name (Pl	ease Ty	pe or Print)	: Sig	gnature:		[Date:	Extension	1:	Mail Drop:
Prepared By:											
Dept Chair:											
Dean/DFO:											
FA (Optional):									Date To	HR OPS:	
~ Sub	mit Comp	leted PA	AR Form to	Human Resourc	es by the 10th	of the Month to	meet Montl	nly Processir	g & Payro	I Cut-Off	Deadlines ~
	·			e "Paid Units" for				_			
				For	r Human R	esources Us	e Only				
13. Remarks:				ı			ı				
Action/Reason			Effective D)ate:	PII	MS TranCode:		Effective	Date:		
Action/Reason			Effective D)ate:	PII	MS TranCode:		Effective	Date:		
Appt End:			Last Day V	Vorked:	Pa	yroll Return:		Empl Cla	ss:		
AM Pay Group	:		Prob Code):	Pro	ob End Date:		Anni Date	e:		
Appt Duration:			Ret Code:		Sa	bb Elig Date:		DIP Elig	Date:		
FMI Amt:			FERP End	Date:	Re	maining SSI's:		Final Anr	i Date:		
PRTB End Dat	e:		Visa Type:			sa Exp Date:		2481 Adr	ninFrac:		
Ops Input:					Op	s Audit:					



1. College/Divi	sion:						Date:							
2. Empl ID #:					Reco	ord #:	Empl Position #: Dept ID #							
3. Name:														
	First Na	ame				MI	Last Name							
4. Reports to (name):						Reports to (po	sition #):						
5. Action Requ	iested:	Faculty	/ member re	eturning as F	Rehir	red Annuitant.								
6. Comments	(Optiona	al):												
Job		Dept ID	Job Code	Transaction Effective D		Appt/Leave End Date	Rank	Paid Units	s*	Base Sala	ary	Time Base	Actual Salary	
New Informatio	n												,	
Now information								<u> </u>						
							ROVALS:				_			
Director of Day	Name (Please Ty	pe or Print):	<u>:</u>	Sig	gnature:			Date) :	Extens	ion:	Mail Drop:	
Prepared By:														
Dept Chair:					+				 					
Dean/DFO:					+									
FA (Optional):					\perp						Date T	o HR OPS:		
~ Sub	mit Com	npleted PA	R Form to	H <u>uman Res</u>	ource	es by the 10th	of the Month to	meet Mon	thly F	^o rocessinç	g <u>& Pay</u>	roll Cut-Off	Deadlines ~	
			* Complete	∍ "Paid Units	s" for	Temporary/Pa	art-Time Faculty	y and Teacl	hing	Associate	s Only			
					For	Human Re	esources Us	e Only						
13. Remarks:		- -										-		
Action/Reason:			Effective D)ate:		PIN	MS TranCode:		!	Effective [Date:			
Action/Reason:			Effective D	oate:		PIN	MS TranCode:		!	Effective D	Date:			
Appt End:			Last Day V	Vorked:		Pay	yroll Return:		!	Empl Clas	ss:			
AM Pay Group:	:		Prob Code	r:		Pro	ob End Date:	<u> </u>	/	Anni Date:	:			
Appt Duration:			Ret Code:			Sat	bb Elig Date:	<u> </u>	!	DIP Elig D	ate:			
FMI Amt:			FERP End	Date:		Rer	maining SSI's:	<u> </u>		Final Anni				
PRTB End Date	e:		Visa Type:				a Exp Date:			2481 Adm	inFrac:			
Ops Input:						Ops	s Audit:							



1. College/Division: Date:											
2. Empl ID #:				Re	ecord #:	Em	npl Position #:		Dept ID #		
3. Name:4. Reports to (First Naname):	ame			MI	Last Name Reports to (po	sition #):				
5. Action Requ	ıested:	·		ate temporary available and	-	er effective close o	of business		_		
6. Comments	(Option	al):									
Job		Dept ID	Job Code	Transaction Effective Date			Paid Units*	Base Salar	/ Time Base	Actual Salary	
New Informatio	n										
						PROVALS:		ite: E	extension:		
	Name	(Please Typ	pe or Print):		Signature:		Mail Drop:				
Prepared By:											
Dept Chair:											
Dean/DFO:											
FA (Optional):								[ate To HR OPS:		
~ Sub	mit Cor	npleted PA	R Form to	Human Resou	rces by the 10	Oth of the Month to	meet Monthly	/ Processing	& Payroll Cut-Off	Deadlines ~	
						/Part-Time Faculty					
				F	or Human	Resources Us	e Only				
13. Remarks:								_			
Action/Reason:			Effective D	ate:	F	PIMS TranCode:		Effective Da	ate:		
Action/Reason:			Effective D	ate:	F	PIMS TranCode:		Effective Da	ate:		
Appt End:			Last Day V	Vorked:	F	Payroll Return:		Empl Class	:		
AM Pay Group			Prob Code	:	F	Prob End Date:		Anni Date:			
Appt Duration:			Ret Code:		S	Sabb Elig Date:		DIP Elig Da	te:		
FMI Amt:			FERP End	Date:	F	Remaining SSI's:		Final Anni I	Date:		
PRTB End Dat	e:		Visa Type:			√isa Exp Date:		2481 Admir	nFrac:		
Ops Input:					(Ops Audit:					



INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Divi	sion:												
2. Empl ID #:				Rec	cord #:	Empl Position #: Dept ID #							
3. Name:													
	First Na	me			MI	Last Name							
4. Reports to (name):					Reports to (po	sition #):						
5. Action Requ6. Comments (Beq Imp of a	gin Leave: portant: Indi		En I or professiona	nd of Leave: al leave, anticipa nber must have a	ited date of ret		юру				
				Transaction	Appt/Leave	Т							
Job		Dept ID	Job Code	Effective Date		Rank	Paid Units*	Base Salary	y Time Base	Actual Salary			
New Informatio	n					T_{max}			$\overline{}$				
					APP	PROVALS:							
	Name (I	Please Ty	pe or Print):	: Si	ignature:		Da	te: E	extension:	Mail Drop:			
Prepared By:													
Dept Chair:													
Dean/DFO:													
FA (Optional):								С	Date To HR OPS:				
~ Sub	mit Com	pleted PA	AR Form to	Human Resourc	ces by the 10th	n of the Month to	meet Monthly	Processing	& Payroll Cut-Off	Deadlines ~			
						Part-Time Faculty							
				Fo	r Human R	esources Us	e Only						
13. Remarks:													
Action/Reason:			Effective D)ate:	PII	MS TranCode:		Effective Da	ate:				
Action/Reason:			Effective D	Date:	PII	MS TranCode:		Effective Da	ate:				
Appt End:			Last Day V	Norked:	Pa	ayroll Return:		Empl Class	1				
AM Pay Group:			Prob Code):	Pro	ob End Date:		Anni Date:					
Appt Duration:			Ret Code:		Sa	abb Elig Date:		DIP Elig Da	ite:				
FMI Amt:			FERP End	Date:	Re	emaining SSI's:		Final Anni [Date:				
PRTB End Date	э:		Visa Type:			sa Exp Date:		2481 Admir	ոFrac։				
Ops Input:					Ор	os Audit:							



INSTRUCTIONAL PERSONNEL ACTION REQUEST FORM

1. College/Division:							Date:					
2. Empl ID #: Record #:						E	Empl Position #: Dept ID					
3. Name:												
First Name MI						Last Name						
4. Reports to (name):						_ Reports to (p	Reports to (position #):					
5. Action Requ	uested:											
6. Comments	6. Comments (Optional):											
'												
Job Dept ID		Dept ID	Job Code	Transaction Code Effective Date		eave ate Rank	Paid Units	* Base S	alanı	Time Base	Actual Salary	
		Бериго	Job Code	JOD Code Lifective Date		ate Naik	Faid Office	Dase 3	aiaiy	Time Dase	Actual Salary	
New Information	n											
					A	APPROVALS:						
					Signature: D			Date:	te: Extension: Mail Drop:			
Prepared By:												
Dept Chair:												
Dean/DFO:												
FA (Optional):) <u>:</u>						Date To HR OPS:					
~ Sub	mit Cor	mpleted PA	R Form to	Human Reso	urces by the	10th of the Month	to meet Mont	hly Process	ing & F	Payroll Cut-Off	Deadlines ~	
						ary/Part-Time Facu		_	_	_		
					or Huma	n Resources L	lse Only					
13. Remarks:			ı			1	1	1				
Action/Reason	tion/Reason:		Effective Date:			PIMS TranCode:	MS TranCode:		Effective Date:			
action/Reason:			Effective D	ate:		PIMS TranCode:		Effective	Effective Date:			
Appt End:			Last Day V	Vorked:		Payroll Return:		Empl Cl	Empl Class:			
AM Pay Group:			Prob Code	:		Prob End Date:		Anni Da	Anni Date:			
Appt Duration:			Ret Code:			Sabb Elig Date:			DIP Elig Date:			
FMI Amt:		FERP End			Remaining SSI's	:		Final Anni Date:				
PRTB End Date: Visa Type: Ops Input:						Visa Exp Date: 2481 AdminFrac: Ops Audit:						
Эро пірши												