

OFFICE OF HUMAN RESOURCES

PERSONNEL ACTION REQUEST (PAR) GUIDELINES

The purpose of these guidelines is to provide information about creating and submitting PARs. A PAR is only a request until approved. Please do not offer employment until the PAR is **“Official”**. Once the PAR has been approved through all approval levels, **“Official”** will be marked at the top of the PAR and then mailed to the Department/Office. It is the responsibility of the Department/Office to give a copy of the **“Official”** PAR to the employee being hired. **NO PAR WILL BE APPROVED BY HUMAN RESOURCES (HR) UNTIL AN APPLICATION FOR EMPLOYMENT HAS BEEN COMPLETED ON THE EMPLOYEE BEING HIRED. PARs MUST ALSO MEET FORM I-9 REQUIREMENTS. I9s MUST BE COMPLETED ON THE FIRST DAY OF HIRE OR BEFORE THE HIRE DATE TO BE IN COMPLIANCE WITH FEDERAL LAWS (DEPARTMENT OF HOMELAND SECURITY).**

Originator: Enter the employee’s name that is the creator of the PAR.

Date Created: Enter the date PAR was created (mm/dd/yyyy).

EMPLOYEE INFORMATION:

First/Middle/Last: Enter the employee’s first, middle and last name. **(Be sure to check spelling of name)**

Social Security Number: Enter the last four digits of the employee’s social security number. (ex: XXX-XX-1245)

MSU ID Number: Enter MSU ID number, if available.

Street Address: Enter employee’s street address.

City/State/Zip Code: Enter employee’s city, state, and zip code.

Department: Enter the department name from which the funds are being paid. (located on HR website under Compensation & Benefits page)

Department Phone Number: Enter the department phone number. (ex: 32097)

Is this person a current student at MSU?: Enter “X” in the appropriate box. If you select “Y”, you must have an approved **“Request for Exception”** form from Enrollment Services and forward to HR for approval. All PARs will be kicked back if there is no exception form. No students can be processed on PARs unless approved by the Office of Enrollment Services (UAR 300.02). Also, no student working 20 hours or less may be processed on a PAR, they must be processed as an Institutional workstudy.

Application Date: Applications are good for one year from date on application. All applications must be on file in HR before the PAR can be approved.

Is this person *retired* from KERS? Enter “X” in the appropriate box. If you select “Y”, please contact HR regarding this retiree for hiring guidelines.

Is this person *retired* from KTRS? Enter “X” in the appropriate box. If you select “Y”, please contact HR regarding this retiree for hiring guidelines.

If this person is *retired* from KTRS, was it from a public school system? Enter “X” in the appropriate box. If you select “Y”, please contact HR regarding this retiree for hiring guidelines. **(Public school retirees are only allowed to work 100 days in a fiscal year)**

ACTION INFORMATION:

Effective Date of Action: Enter the effective date of action (mm/dd/yyyy). This is the first day of employment or action. Form I-9 requirements must be met or the PAR will be kicked back. PARs should reach HR in a timely manner in order for the PAR to be approved before employee(s) can start to work (at least two weeks in advance). If I9 is not completed, the PAR will be kicked back to the department and there may be a delay in processing that employee's pay.

Ending Date of Action: Enter the ending date of action (mm/dd/yyyy). This is the last day of employment or action. Enter a date only for the following employment status or actions—Full-Time Fixed, Part-Time, Temporary, Retired Re-Employment, FTF, Retired Re-Employment (Part-Time/Temporary), Student, Leave of Absence (With Pay), Leave of Absence (Without Pay), Graduate Assistant, Interim Appointment, Educational Leave, Medical Leave, Military Leave, Personal Leave, Sabbatical Leave, Probation Extended, and Suspension.

Official Job Title: Use the job title as established in the Job Classification and Compensation Plan which is located on HR website under Compensation & Benefits page. If position is not classified, use official advertised job title. If position is part-time, use a short precise title such as General Office Worker, Laborer, Staff Assistant (hourly), Staff Assistant Exempt (salary), News Announcer, etc. (call HR for assistance).

Grade: Enter grade for position which is located on HR website under Compensation & Benefits page. If this is not a classified position, no grade is entered.

Hours per week: Enter hours per week for hourly appointments.

Annual Contract Months: Enter annual contract months for full-time salaried appointments..

Recommended Salary: Enter employee's recommended salary. For hourly employees, enter the hourly rate (ex: \$7.45) and for salaried employees enter the salary. For a full-time appointment, the salary should be entered in an annualized amount (ex: \$34,000). For a temporary/part-time or supplemental appointment, the salary should be for the time period of the PAR (ex: \$2,500).

Current Salary: Enter employee's current salary on full-time appointment only. For hourly employees, enter the hourly rate (ex: \$7.45) and for salaried employees, enter the salary in an annualized amount (ex: \$34,000).

Transferring From

Title: Enter title change on full-time appointments only, when applicable.

Department: Enter department change on full-time appointments only, when applicable.

Transferring To

Title: Enter title change on full-time appointments only, when applicable.

Department: Enter department change on full-time appointments only, when applicable.

Account Number: Enter the Datatel account number/s for which the funds are being paid. List the percentages for each account number.

EMPLOYMENT STATUS:

Full-Time Standing - Full-time faculty, administrative or staff (exempt or non-exempt) position. Appointments may be specified for nine, ten, eleven, or twelve months. Employed through budgeted funds. Appointment provides all regular University benefits. **No ending date.**

Full-Time Standing, Probationary – Full-time faculty, administrative or staff (exempt or non-exempt) position that serves a probationary period. Appointments may be specified for nine, ten, eleven, or twelve months. Employed through budgeted funds. Appointment provides all regular University benefits. **No ending date.**

Full-Time Fixed - Full-time faculty, administrative or staff (exempt or non-exempt) position. Appointments may be specified for nine, ten, eleven, or twelve months. Appointment provides all regular University benefits. **Must specify ending date.**

Full-Time Fixed, Probationary – Full-time faculty, administrative or staff (exempt or non-exempt) position that serves a probationary period. Appointments may be specified for nine, ten, eleven, or twelve months. Appointment provides all regular University benefits. **Must specify ending date.**

Retired Re-Employment, FTS - Full-time faculty, administrative or staff (exempt or non-exempt) position. Appointments may be specified for nine, ten, eleven, or twelve months. Employed through budgeted funds. Appointment provides all regular University benefits. **No ending date.**

Retired Re-Employment FTS, Probationary - Full-time faculty, administrative or staff (exempt or non-exempt) position that serves a probationary period. Appointments may be specified for nine, ten, eleven, or twelve months. Employed through budgeted funds. Appointment provides all regular University benefits. **No ending date.**

Retired Re-Employment, FTF - Full-time faculty, administrative or staff (exempt or non-exempt) position. Appointments may be specified for nine, ten, eleven, or twelve months. Appointment provides all regular University benefits. **Must specify ending date.**

Retired Re-Employment FTF, Probationary - Full-time faculty, administrative or staff (exempt or non-exempt) position that serves a probationary period. Appointments may be specified for nine, ten, eleven, or twelve months. Appointment provides all regular University benefits. **Must specify ending date.**

Leave of Absence, With Pay – Also enter “X” in the appropriate box listed under “Leaves” of the Employment Actions. If this is an FMLA leave, please notify Angie Thompson in HR. **Must specify ending date.**

Leave of Absence, Without Pay – Also enter “X” in the appropriate box listed under “Leaves” of the Employment Actions. If this is an FMLA leave, please notify Angie Thompson in HR. **(Please notify Dana Baldrige/Gaylena Cline in Payroll and Phyllis DeHart in HR by e-mail) Must specify ending date.**

SEARCH METHOD USED:

Enter “X” in the appropriate box for the type of search that was conducted to fill the position. Only one box should be selected if the new appointment is through a waiver of search or transfer. **If a new appointment is through an Internal or External Search, a Hiring Request needs to be processed through NovusHR and not on “paper” PAR.**

EMPLOYMENT ACTIONS:

Appointments:

Interim Appointment – Employee serves in a temporary capacity and vacates his/her previous full-time position to do so. **Must specify ending date.**

Move from PT to FT – An employee in a part-time/temporary appointment and hired full-time through a search.

New Hire – Select if hiring individual in a full-time, part-time, or temporary appointment. Do not select this box for if employee is transferring into a position.

Transfer - From one department to another, e.g., from Office of Human Resources to Office of Enrollment Services; or from one position to another in the same department, e.g., From Secretary to Secretary Specialist (when not a reclassification).

Reassignment – A reassignment by the President. An approved reassignment letter from the President must be received in OHR.

Renewal (Full-Time Fixed) – For all Full-Time Fixed appointments that are renewed on an annual basis.

Return to Work (WC) – Employees that are on Workers’ Compensation and restricted from performing their regular assigned duties and temporarily reassigned to a new job or perform his/her regular job with modified duties.

Other - Explain in the comment section of the PAR.

Separations:

Death - The effective date of action is the date of death. **(Please notify Dana Baldrige in Payroll and Phyllis DeHart in HR by e-mail)**

Discharge - When an employee abandons their job (does not report to work without a written or verbal resignation) or for disciplinary reasons. **(Please notify Dana Baldrige/Gaylena Cline in Payroll and Phyllis DeHart in HR, full-time employees only, by e-mail).**

Job Abandonment – When the employee abandons their job without notification to the office/department.

Job Assignment Complete - When the department terminates an employee before the ending date of the PAR due to services no longer being necessary.

Layoff - Reduction in force because of lack of work or funds, or the elimination of a position.

Probationary Release - For full-time faculty that will not be issued a contract for reappointment (**per recommendations from the Department Chair, Dean, and VP and approved by the President**). Also, for new hires (staff) that do not successfully complete their initial probationary period. (**Please notify Dana Baldrige/Gaylena Cline in Payroll and Phyllis DeHart in HR by e-mail**).

Resignation - When an employee voluntarily terminates employment with or without a resignation letter. Full-time employees should give their supervisor a resignation letter and forward a copy to HR so the PAR can be approved. If the employee contacts the supervisor by phone and "resigns" and does not submit a formal letter, this is also a resignation. Please indicate in the comment section of the PAR that the supervisor accepted a verbal resignation. The date should be the last day the employee is actively at work. (**Please notify Dana Baldrige/Gaylena Cline in Payroll and Phyllis DeHart in HR, full-time employees only, by e-mail**).

Retirement - Enter retirement date of their last official working day. HR must receive the retirement letter before the PAR can be approved. (**Please notify Dana Baldrige/Gaylena Cline in Payroll and Phyllis DeHart in HR by e-mail**).

Retirement Disability - If employee is retiring under disability, this would be selected. (**Please contact Phyllis DeHart in HR for procedure of Retirement Disability**)

Salary Adjustments:

Above Entry Level - An "Above Entry Level" request must be submitted to HR for approval if the hourly rate or salary is above the entry level for the position.

Advanced Degree Increase - For full-time faculty and staff receiving advanced or new degrees.

Annual Increase - For full-time employees received annual increases.

Career Ladder Progression - For an employee who is moving to another level under a career ladder program. Employees are only eligible for this if the offices/departments have a current career ladder program in place with HR. Contact Suzanne Hogge in HR for further information.

Demotion - A reassignment to a lower graded position.

End Additional Appointment - Ending an additional appointment (dual titles)

Promotion - An advancement to a higher graded position.

Reclassification - When an existing position's grade changes to a higher or lower grade. Please notify Phyllis DeHart in HR before processing the PAR.

Salary Adjustment - An increase or decrease in current salary.

Leaves: (Please notify Dana Baldrige/Gaylena Cline in Payroll and Phyllis DeHart in HR by e-mail on all leaves)

Educational - For full-time faculty or staff on an educational leave that is approved through the appropriate levels. Please explain in the comment section of the PAR. Also, select "With Pay" or "Without Pay" under "Employment Status" above. **Must specify ending date.**

Medical - Report all medical leaves to Angie Thompson in HR. Also, select "With Pay" or "Without Pay" under "Employment Status" above. **Must specify ending date.**

Military - Report all military leaves to the Office of Human Resources. Also, select "With Pay" or "Without Pay" under "Employment Status" above. **Must specify ending date.**

Personal - Must be approved through the appropriate levels. Please explain in the comment section of the PAR what the leave is for. Also, select "With Pay" or "Without Pay" under "Employment Status" above. **Must specify ending date.**

Sabbatical (Faculty only) - A leave of absence with pay for research, independent study and/or professional enhancement. Must be approved through the appropriate levels. Also, select "With Pay" or "Without Pay" under "Employment Status" above. **Must specify ending date.**

Other:

Department Name Change – When the department name is changing to a new name.

Non-Tenure Track - For faculty use only to identify the position as non-tenure track.

Probation Completed - Enter the date the probation is to be completed, also complete a Performance Planning, Development & Appraisal form, obtaining appropriate signatures, and forward this form to HR. The PAR will be kicked back if performance appraisal has not been received. A PAR and performance appraisal must be received in HR within five days from the end of the employee's probation.

Probation Extended - The system calculates 180 calendar days from effective date for both nonexempt and exempt employees. When you extend an employee's probation, notify HR first and then process a PAR.

Probation/Performance – Current, non-probationary employee that are placed on probation because work performance resulted in a performance appraisal score of less than 3.0, follow the procedures set forth in PG-50, Staff Performance Management System. **DO NOT USE THIS FIELD FOR EXTENDING A PROBATIONARY PERIOD.**

Return from Layoff – Full-time employee returning from a layoff at MSU.

Suspension - To be entered for disciplinary action. Specify with or without pay in the comment section of the PAR. **Must specify ending date. (Please notify Dana Baldrige/Gaylena Cline in Payroll and Phyllis DeHart in HR if this is without pay).**

Tenured – **For faculty use only** to identify the position as tenured.

Tenure Track – **For faculty use only** to identify the position as tenure track.

Title Change - Enter for title change.

Supplemental for Full-Time Employees:

Overload, Hours – Enter the total overload hours for the time period of the PAR.

Over the Road, Location – List the location (ex: West Liberty). **Must be approved by OTR Representative.**

Overtime – If employee will be working overtime (over 40 hours).

Additional Duties – Explain in the comment section the additional duties being performed.

Summer I, Hours – Enter the total number of hours teaching for Summer I.

Summer II, Hours – Enter the total number of hours teaching for Summer II.

Grant Work – Enter if related to grant work other than Summer I, Summer II, Over the Road.

Other – Explain in the comment section of the PAR.

Supplemental for Part-Time/Temporary Employees:

Over the Road, Location – List the location (ex: West Liberty). **Must be approved by OTR Representative.**

Additional Duties – Explain in the comment section the additional duties being performed.

APPROVALS:

All PARs should be approved by the Graduate Assistant (GA) Representative (if applicable), Over the Road (OTR) Representative (if applicable), Director/Dean, Provost/Vice President, and appropriate Budget Representative (10 accounts go to the Budget office and 14/16 accounts go to Accounting & Budgetary Control office) before forwarding to Human Resources for approval.

Each approver must enter their name, status of PAR (ex: Kicked Back or Approved) and the date (mm/dd/yyyy) they sign off on the PAR.

COMMENT INFORMATION:

Each approver may make comments in this section, if necessary. Enter your name and the comment. Enter any remarks or information not previously covered on the PAR. Use this section also to enter the class title/number and total credit hours for teaching. **Remember that comments are an official part of the employee's file.**

***When you need a PAR VOIDED or REVISED (once the PAR is totally approved), please send Sandy Bush e-mail with information regarding the PAR you want voided or revised. Please give detailed information so that the right PAR is voided or revised.**

***When you need a PAR SUPERSEDED, prepare another PAR and at the top of the form place “Supersedes PAR Dated ____ (and give the date of the PAR). You may also want to send Sandy Bush e-mail giving more information as to what PAR is being superseded.**

***Print all PAR forms on “white” and not colored paper before routing.**

If you have any questions concerning the guidelines, please contact Sandy Bush in the Office of Human Resources at 32097.

NOTES

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**Morehead State University
September 2008**