

# PERSONNEL ACTION REQUEST (PAR) GUIDELINES

## Office of Human Resources

### Does Not Apply to PeopleAdmin PARS

The purpose of these guidelines is to provide information about creating and submitting PARs. A PAR is only a request until approved.

**For New Hires:** 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 a copy is sent to the PAR Initiator. 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).**

**For Current Employees:** Once the PAR has been approved through all approval levels, “Official” will be marked at the top of the PAR and then a copy is sent to the PAR Initiator. It is the responsibility of the Department/Office to give a copy of the “Official” PAR to the employee being hired.

## PAR Steps:

### The Initiator:

- Before starting the form, you will need to make sure you have all the approvers’ emails to enter in the PAR system.
- Click the PAR Template link on the MSU website under Forms & Documents.
- The PAR Template will open in web browser. Save the file as a PDF and open in Adobe Acrobat.
- Complete the information on the form. Be sure to fill-in all required fields. Detail descriptions are listed below for each section of the form.
- Enter the Initiator’s name and the date the form is created. (mm/dd/yyyy)
- Make an email list of the approvers the PAR will need to be routed to for your department.

This will include:

- Graduate School or Over the Road Approvers if Applicable
- Director or Dean
- Provost or Vice President
- Budget Representative (Grants or General Ledger)
- HR Representative
  - Paula Black for Full-time employees
  - Karen Napier for Part-time employees
  - Angela Thompson for employee Supplementals

### Approvals:

- The Initiator will send to each approver (Initiator’s List of Approvers) in the order on the PAR form list with instructions to review/approve and to send back to the Initiator. The Initiator will send to the next person on the approval list after each Approver signs the form.

- Each Approver will complete an electronic signature and then select the status as “Kicked Back” or “Approved”. If “Kicked Back” they will need to add comments in the comment section on the second page as to why they do not approve. They will then send back to the Initiator to revise and resubmit.

If “Yes” they will send back to the Initiator for them to send to the next person on the approval list. Once the PAR has been approved by all designated Approvers the Initiator will then send to the appropriate HR Representative. HR will approve, print and submit the PAR to the President for his approval.

- After the President’s approval, the employee action is completed in Colleague. Stamped “Official” and sent to Payroll. After Payroll processes the form, a copy of the approved PAR is sent to the Initiator.

## **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.

**Department:** Enter the department name from which the funds are being paid.

**Dept. Code:** This is the four-letter code for the department. To locate the department code go to the Employee Directory and search under Department by the Department Name. The four-letter code will appear.

**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 work-study.

**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?** 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 & Definitions:**

**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, FTE, 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 PeopleAdmin under Position Management. 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).

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

**Grade:** Enter grade for position if this is not a classified position, enter non-classified from the drop-down list. Position Grade is found in PeopleAdmin/Position Descriptions.

**Position Classification:** Select either Exempt or Non-Exempt (Position Classification is located in the Position Summary in PeopleAdmin)

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

**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).

**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).

**Grade of changed position:** Enter grade for position if this is not a classified position, enter non-classified from the drop-down list.

**Transferring From**

**Title:** Enter current title, when applicable.

**Department:** Enter current department, when applicable.

**Transferring To**

**Title:** Enter title change, when applicable.

**Department:** Enter department change, when applicable.

**Position SCHEMA: HR will complete this**

**Account Number:** Enter the account number/s for which the funds are being paid. List the percentages for each account number. Add additional Account Numbers in the Initiator's Comment Section.

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**EMPLOYMENT STATUS:**

**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.**

**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.**

**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 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 Budgets, and Payroll via email.) Must specify ending date.**

**Part-Time** – Sometimes a part-time employee may be assigned additional duties that increases their workload. Check the Supplemental Section to designate this type of employment action. Typically, Part-time/temporary appointments (GA, Retirees that are PT/TEMP, and Phased Retirement Program) are processed via the Workflow Process in Colleague.

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**SEARCH METHOD USED:**

**Search Waiver-** If a Search Waiver was initiated for this personnel action you will need to attach the completed Search Waiver Form. Mark Yes

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**EMPLOYMENT ACTIONS:**

**Appointments:**

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

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

**Move from FTF to FTS** – An employee in a full-time fixed position to full-time standing with no end date.

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

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

**Lateral Transfer:** Transfer to new position without increase in salary or Grade.

**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.

**Return From Layoff** – Employees that have been called back to work for the university after being laid-off.

**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.

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### **Separations:**

**Death** - The effective date of action is the date of death. **(Please notify HR by email)**

**Discharge** - When an employee abandons their job (does not report to work without a written or verbal resignation) or for disciplinary reasons. **(Please notify HR, Payroll and Budgets 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.

**Probation/Performance** – Current, non-probationary employee that are placed on probation because work performance resulted in a needs improvement performance appraisal as set forth in PG-50, Staff Performance Management System. **DO NOT USE THIS FIELD FOR EXTENDING A PROBATIONARY PERIOD**

**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 HR, Payroll and Budgets 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 HR, Payroll and Budgets 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 HR, Payroll and Budgets by e-mail).**

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

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### **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.

**Demotion** - A reassignment to a lower graded position.

**Promotion** - An advancement to a higher graded position.

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

**Salary Adjustment** – An increase or decrease in current salary.

**End Additional Appointment** – Ending an additional appointment (dual titles)

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**Leaves: (Please notify HR, Payroll and Budgets 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.**

**Educational** – for full-time employees who will be absence to work on a degree related to their field of employment. Also, select –With Pay or –Without Pay under –Employment Status above. **Must specify ending date.**

**Medical** – Report all medical leaves to 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.**

**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 HR, Payroll and Budgets if this is without pay).**

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**Other:**

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

**Title Change** - Enter for title change.

**Probation Completed** - Enter the date the probation is to be completed, also complete a Performance Evaluation 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.

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

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

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

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**Other** - Explain in the comment section of the PAR.

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**Supplemental for Full-Time or Part-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.**

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

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

**Summer Intersession, Hours** -

**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.

**8 Weeks Summer, Part 1 and Part 2** –

**Winter Session, Hours** -

**Other** – Explain in the comment section of the PAR.

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**APPROVALS:**

All PARs should be approved by the Graduate Assistant (GA) Representative (if applicable), Department Chairs/Associate Deans; Director/Dean, Provost/Vice President, and appropriate Budget Representative (10 accounts go to the Budget office and 14, 15, 16, 17 and 18 accounts go to Accounting and Financial Services) before forwarding to Human Resources for approval. HR forwards the PAR to the President for final approval.

Each approver must enter their name, Approval Status of PAR with a Yes or No (If 'No' a comment is required in the approvers comment section on why it is a "no"), and the date (mm/dd/yyyy) they sign off on the PAR.

After HR receives and approves the PAR, HR will print and send PAR to the President for their approval. After the President approves, HR will mark the PAR "Official" make the necessary changes in Colleague and send the signed PAR to Payroll. Payroll emails the final original to the initiator and then processes on the next available payroll release.

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**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.**

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**Special Conditions:**

**When you need a PAR VOIDED or REVISED (once the PAR is totally approved), please send HR an 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 HR an e-mail giving more information as to what PAR is being superseded.**

**If you have any questions concerning the guidelines, please contact the Office of Human Resources at 3-2097.**



## NOTES

**OFFICE OF HUMAN RESOURCES**

**PERSONNEL ACTION REQUEST  
(PAR) GUIDELINES**

**Morehead State University**