

Entries/Codes for Personnel and Position Action Request

General: The PAR is used to communicate personnel and position actions on all types of employees, except faculty and Graduate Assistants. Sections I & II will be used for vacant benefited positions only.

<p>SECTION I – Request to create a new, modify an existing or fill a vacant position.</p> <p>This section should be completed when department is requesting to create a new, modify an existing or fill a vacant <u>benefit eligible</u> position only. Please put a check in the box(s) that applies to the requested actions.</p> <p style="text-align: center;"><i>(To be completed by department for vacant benefit eligible positions only)</i></p>													
Check the appropriate box(s) to indicate the action which needs to take place.	Create a new position, modify an existing position, or fill a vacant position.												
Job Title	Type the current Job Title for this position.												
Pay Rate	Type the current Pay Rate and indicate whether this pay rate is hourly or annually.												
Position Number	<i>Leave this blank, if you are requesting a new position. If you are requesting to fill a vacant budgeted position or modify an existing budgeted position, this number can be found in the department budget.</i>												
Effective Date	The date the action is to be effective.												
Contact Name and Phone Number	Type the name and phone number for the person to contact in reference to this request												
Department Heads Signature/Date	Department Head's are required to sign and date all position action requests.												
<p>SECTION II- Create or modify position.</p> <p>This section must be completed if department is requesting to create or modify an existing position.</p> <p style="text-align: center;"><i>(To be completed by department for benefit eligible positions only)</i></p>													
Check the appropriate box(s) to indicate the action which needs to take place.	New position, reclassification, title change only, etc.												
Proposed Job Title	Type the new job title you propose for this position, if known.												
Approved Job Title (HR Use Only)	Leave blank.												
BCAT /PG(HR Use Only)	Leave blank.												
Employment Status	Leave blank.												
Proposed Effective Date	Type the effective date you wish for this action.												
Approved Effective Date (HR Use Only)	Leave blank.												
Pay Rate (HR Use Only)	Leave blank.												
Employment status	Check whether this position is a full-time or part-time position. <i>See legend below:</i> Full-time = Position is budgeted for 40 hours per week. Part-time = Position is budgeted for less than 40 hours per week.												
FTE (Full time equivalency) and Standard Hours	Type the FTE & Standard hours (number of hours and individual is required to work) for this position. <i>See legend below:</i> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: left;"><u>FTE</u></td> <td style="text-align: center;">=</td> <td style="text-align: right;"><u>Standard Hrs Per Week</u></td> </tr> <tr> <td>100%</td> <td></td> <td>40 hrs.</td> </tr> <tr> <td>75%</td> <td></td> <td>30 hrs.</td> </tr> <tr> <td>50%</td> <td></td> <td>20 hrs.</td> </tr> </table>	<u>FTE</u>	=	<u>Standard Hrs Per Week</u>	100%		40 hrs.	75%		30 hrs.	50%		20 hrs.
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Funding Source	Type the account number the position is to be paid from, along with the percentage to be paid from each account and the salary amounts. <i>If the position is being paid from the regular department account, leave the dept # and fund # blank on the ASU (Regular Dept) line. This field must be completed in order for your request to be processed.</i>												

Has funding source been secured?	Yes or No. If no, please contact the Budget Office to set up the funding of this position.
Uniquely-funded Position	Yes or No. What is a uniquely-funded position? It is a position that is getting paid from and account other than the regular department account in which the position falls under.
Home and Funding Department	If this is a uniquely-funded position, type the name of the Home and Funding Department. For example, you may have an employee physically working in this position in the Writing Lab (home dept), but Lang/Lit/Com (funding dept) is actually paying for the position. <i>See legend below:</i> Home department = the department where position is physically located. Funding department = the department that is paying for the position.
Approval Signatures/Dates	This section must be signed by the Department Head and the Director of Human Resources for final approval.
SECTION III – Employment Action.	
This section should be completed when requesting an employee action for all types of employees, with the exception of faculty and Graduate Asst. (To be completed by department/hiring authority)	
Type of Action-Check the appropriate box(s) to indicate the action which needs to take place.	Hire, Rehire, Promotion, etc.
Employed at another USG institution	If this is a hire or rehire, please check whether this employee is employed at another USG institution. If yes, please list where the employee is employed.
Job Title	Type the job title for this position.
Employee ID	This is an employee number designated in PeopleSoft for each employee. This number can be found in your departmental budget. <i>If this is a new hire, please leave blank.</i>
Effective Date	The date the action is to be effective.
Position Number	<i>Leave this blank, and check the box, if you are requesting a new position for PT Clerical or Student Worker position.</i> This number can be found in the departmental budget.
Employment Class Type the employment class for this position. <i>See the legend below:</i>	Type the employment class for this position. <i>See the legend below:</i> PT Prof. Admin = Monthly w/o benefits PT Clerical = Hourly w/o benefits Student Assistant = Hourly w/o benefits College Work Study = Hourly w/o benefits FT/PT Bi-weekly = Hourly employee w/benefits FT Monthly – Monthly employee w/benefits
Pay Rate	List new pay rate for this position and check whether this pay rate is monthly, hourly or annually (applies to FT salaried employees only).
Employment status	Check whether this position is a permanent or temporary position. If this is a temporary position, please enter termination date, if known. <i>See legend below:</i> Regular = permanent budgeted position w/benefits Temporary = temporary for a certain length of time w/o benefits.
FTE (Full time equivalency) and Standard Hours	Type the FTE & Standard hours (number of hours and individual is required to work) for this position. <i>See legend below:</i> $\begin{array}{l} \text{FTE} \\ 100\% \\ 75\% \\ 50\% \end{array} = \begin{array}{l} \text{Standard Hrs Per Week} \\ 40 \text{ hrs.} \\ 30 \text{ hrs.} \\ 20 \text{ hrs.} \end{array}$
Account Number/Funding Source	If the position is being paid from an account other than the regular department budget, enter the account number the position is to be paid from, along with the percentage to be paid from each account. This field must be completed in order for your request to be processed.
Approval Signatures/Dates	This section must be signed by the approving authority(s).