

STUDENT Personnel Action Request New Hire/Additional Assignment

Status and Type of Action				
Student Type:	<input type="checkbox"/> Institutional	<input type="checkbox"/> Federal	<input type="checkbox"/> Graduate	<input type="checkbox"/> International
Reason for PAR:	<input type="checkbox"/> New Hire <input type="checkbox"/> Current Employee - Additional Assignment			
(Please use the space under "Comments" section below to provide detailed explanation if needed).				

Employee Information			
Full Name:	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i> Last 4 digits of SSN

Position Information		
Position #	Position Title:	Employee ID:
Supervisor:	Organizational Unit:	
Total Hours Per Week:	Hourly Rate \$	

Employment Information		
Fall Semester Only <input type="checkbox"/>	Summer Semester Only <input type="checkbox"/>	Start Date
Spring Semester Only <input type="checkbox"/>	Academic Year <input type="checkbox"/>	*End Date

Position Funding Information (if other than home cost center)				
Cost Center Number	Grant	Order	Percent (%)	Dates

Comments
(In addition to explanatory comments, indicate in this section if you are requesting specific pay dates outside of normal payroll cycle/schedule)

Approvals		
PAR Initiator's Name	Phone Number	Date
Supervisor's Signature		Date
Director/Chair/Grant PI		Date
Student Financial Assistance Signature		Date
Budget Office/Financial Services/Grants		Date

***End Dates are for informational purposes only. All students must be separated through the electronic separation process.**

- ✓ All fields are mandatory and the PAR will be returned to the initiating department if not filled out completely.
- ✓ Use specific start and end dates if the student will not be working one of the specified timeframes.
- ✓ Students will need a new PAR at the beginning of each Academic year.
- ✓ Email completed PARs to stuemployment@nku.edu