

STUDENT Personnel Action Request New Hire/Status Change/Continuation

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"/> Continuation	<input type="checkbox"/> Current Employee - Additional Assignment	
	<input type="checkbox"/> Salary Change		<input type="checkbox"/> Current Employee – Status/Assignment Change	
Reason:	(Please use the space under "Comments" section below to provide detailed explanation).			

Employee Information

Full Name:			
	Last Name	First Name	Middle Name
	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
				to
				to

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
Student Financial Assistance Signature		Date
Budget Office/Comptroller/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.