

PERSONNEL ACTION REQUEST
New Hire / Rehire/ Additional Assignment/ Department Transfer / Student to Faculty or Staff

Type of Action and Employee Status			
Reason for PAR: <i>(Check all that apply)</i>	New Hire/ ReHire	Additional Assignment	Student to Faculty or Staff
	Position Vacated by:	Department Transfer	

Position Type:	Staff	Faculty	Other: (please specify)
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Position Status:	Regular	Contract	Temporary
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Employee Full Name:	Last Name:	First Name:	Middle Name:	Last 4 Digits of SSN:
Work Location:	Campus: Highland Heights Grant County	Building: SELECT BUILDING	Room Number:	Campus Phone:

Position Information					
Position Number:		Position Title:		Employee ID:	
Supervisor:		Organizational Unit:		Org. Unit #	
Total Hours per Week:		Shift Hours:	7.5 10 8.0 13	Annual Salary \$ (if exempt)	Hourly Rate \$ (if non exempt)

Employment Information		
Employment Type:	SELECT FROM LIST	Assignment Start Date: Assignment End Date:

Position Funding Information			
Cost Center Number	Grant	Order	Percentage (%)

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

Approvals		
PAR Initiator's Name:	Phone Number:	Date PAR Initiated:

Approver Title	Signature	Date
Director/Chair/Grant PI		
Dean		
Vice President		
Human Resources		
Budget Office/Comptroller/Grants		