



PERSONNEL ACTION REQUEST (PAR)

(See reverse side for instructions)

EFFECTIVE DATE
(PERSONNEL USE ONLY):

I. EMPLOYEE	Name (Last, First, MI): _____ Emp. ID: _____ Telephone #: _____				
	Division: _____ College/School/Dept.: _____				
	Building/Room: _____				
	Gender: _____ Race: _____ Citizenship: <input type="checkbox"/> U.S. <input type="checkbox"/> Other:				
	<p><u>NOTICE:</u> Will this employment constitute Outside Employment or Additional Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the Additional Employment form for approval.</p>				
II. TYPE OF EMPLOYMENT	PLAN TYPE: _____	APPOINTMENT TYPE: _____	FUNDING SOURCE: _____		
	BUDGETED MONTHS: _____	APPOINTMENT STATUS: _____	C&G Positions Only*		
			*PROJECT NUMBER: _____ * GRANT PERIOD: _____		
III. POSITION	CATEGORY	CURRENT <small>(Use when currently employed by University, in conjunction with proposed column)</small>	PROPOSED <small>(Use for new employees and current employees promoted/transferred/reassigned/other)</small>		
	POSITION NUMBER				
	JOB TITLE				
	JOB CODE				
	FTE				
	SALARY GRADE				
	PAY STEP				
IV. SALARY	ANNUAL RATE				
	BIWEEKLY RATE				
	SALARY ADDITIVES				
	WORKING DEPT NAME				
	WORKING DEPT NUM				
	PAYING DEPT NUM				
	OTHER: _____				
V. TIME & LABOR	ACTION: (HR Use Only) <input type="checkbox"/> FMLA Leave <input type="checkbox"/> Parental Leave <input type="checkbox"/> Military Leave <input type="checkbox"/> Suspension without Pay <input type="checkbox"/> Leave of Absence with Pay <input type="checkbox"/> Leave of Absence without Pay <input type="checkbox"/> Return from Leave of Absence Beginning Date: _____ Ending Date: _____		LEAVE BALANCE CERTIFIED (HR Use Only): <input type="checkbox"/> Annual: _____ hrs. <input type="checkbox"/> Sick: _____ hrs. <input type="checkbox"/> Comp: _____ hrs.	TERMINATION	ACTION: (HR Use Only) <input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal <input type="checkbox"/> End of Appt <input type="checkbox"/> Abandonment <input type="checkbox"/> Other: _____ Last day on payroll: _____
					<input type="checkbox"/> Retirement <input type="checkbox"/> Non-Reappointment <input type="checkbox"/> Layoff <input type="checkbox"/> Death
VI. COMMENTS	*JUSTIFICATION/REMARKS: (Explain Appointment, Salary Additives and/or Special Pay Increase Actions. Use additional sheets, if necessary).				
VII. HIRING INCENTIVES	*JUSTIFICATION/REMARKS: (Explain Appointment Incentive(s). Use additional sheets, if necessary. Please note E&G Funds cannot be used for any hiring incentive(s)).				
VIII. APPROVALS	APPROVALS:		FUNDING APPROVALS:		
	_____		_____		
	Immediate Supervisor's Name (Print)	Phone Number Date	Title III (Signature)	Date	
	_____		_____		
	Dean/Director/Department Head (Signature)	Date	Sponsored Research (Signature)	Date	
_____		_____			
President/Provost/Vice President (Signature)		Date	Budget Officer (Signature)	Date	
_____		_____			
Human Resources Administrator (Signature)		Date	University Controller (Signature Hiring Incentive(s) Only)	Date	
_____		_____			

PERSONNEL ACTION REQUEST (PAR)

General Instructions

Complete this form for all new hire appointments or other employment actions (excluding terminations).

Section I Complete all requested information for this section.

Section II Choose the appropriate selection for each category:

Plan Type: Administrative and Professional (A&P), Executive Service (EX A&P) or University Support Personnel System (USPS).

Budgeted Months: 12-Months (A&P, EX A&P or USPS) or 10-Months (DRS USPS).

Appointment Type: Regular (Original), Change-in-Assignment, Demotion, Promotion and Transfer.

Appointment Status: Permanent (USPS Only), Probationary (USPS Only), Regular (A&P Only), Temporary (USPS Only) and Interim (A&P/USPS).

Funding Source: Education & General (E&G), Auxiliary (AUX), Contracts & Grants (C&G: Include Project Number (s) and Grant period), Foundation or Local Funds and/or Dual Funding Source.

Section III Enter the appropriate information for each category:

Position Number: Record the authorized five digit position number (Example-12345). If the position is a newly established position and is being submitting with other required forms, the Budget Office will assign the position number accordingly.

Job Title: Record the official University Classification job title.

Job Code: Record the four digit University Classification job code.

Full Time Equivalency (FTE): Example, 1.00 for full-time, etc.

Salary Grade: Record the pay grade assigned to the USPS class title or the pay grade slotted for the A&P position.

Pay Step: Record the appropriate step for law enforcement.

Section IV Enter the appropriate information for each category:

Annual Rate: Record the annual salary rate.

Biweekly Regular Rate: Annual rate divided by 26.1.

Salary Additive: A Pay Additive may include the following: Asbestos Related Duties, Lead Abatement Activities, Lead Worker (amount limited to 5% of annual base rate of pay), Shift Differential, Evening – 5% (5:00 p.m. – 12:00 a.m.), Night – 10% (12:01 a.m. – 7:00 a.m.), Rotating (Heating Plant only), On-Call Pay, Call-Back, (See applicable collective bargaining agreement), Field Training Officer Activities (See The Florida Police Benevolent Association Collective Bargaining Agreement).

Working Department Name: Record the working department name.

Working Department Number: Record the working department number.

Other: This category is used for other pay incentives (i.e., bonuses, hiring incentives and supplemental pay. Hiring incentives must be approved by the University Controller and E&G funds cannot be used. Justification must be documented on PAR Form.

Section V This section is to be completed by the Office of Human Resources only.

Section VI Provide justification for appointment including basis for salary rate or other employment action. Funding splits should include the Funding Source (E&G, C&G, etc.), Paying Department Number, Amount Funded and Percentage of FTE. If appointment includes hiring incentive(s), complete Section VII and provide justification.

Any salary increase requires a justification. The Special Pay Increase Categories Form may be found under forms (Request for Special Pay/Other Increase) on the HR website.

Section VII Provide justification for hiring incentive(s). Include the appropriate funding source(s); however, funding from E&G Funds cannot be used.

Section VIII Secure all signatures required for approval of personnel action and funding source(s). ***Budget manager must ensure E&G Funds are not used when funding any hiring incentive(s). The University Controller's Office signature is required in order to process any hiring incentive(s).***