



# PERSONNEL ACTION REQUEST (PAR)

(See reverse side for instructions)

**EFFECTIVE DATE**  
(PERSONNEL USE ONLY):

<b>I. EMPLOYEE</b>	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><b><u>NOTICE:</u></b> 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>			
<b>II. TYPE OF EMPLOYMENT</b>	PLAN TYPE: _____	APPOINTMENT TYPE: _____	FUNDING SOURCE: _____	
	BUDGETED MONTHS: _____	APPOINTMENT STATUS: _____	<b>C&amp;G Position Only*</b> *PROJECT NUMBER: _____ * GRANT PERIOD: _____	
<b>III. POSITION</b>	<b>CATEGORY</b>	<b>CURRENT</b> <small>(Use when currently employed by University, in conjunction with proposed column)</small>	<b>PROPOSED</b> <small>(Use for new employees and current employees promoted/transferred/reassigned/other)</small>	
	POSITION NUMBER			
	JOB TITLE			
	JOB CODE			
	FTE			
	SALARY GRADE			
	PAY STEP			
<b>IV. SALARY</b>	ANNUAL RATE			
	BIWEEKLY RATE			
	SALARY ADDITIVES			
	WORKING DEPT NAME			
	WORKING DEPT NUM			
	PAYING DEPT NUM			
OTHER: _____				
<b>V. TIME &amp; LABOR</b>	<b>ACTION: (HR Use Only)</b> <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: _____		<b>LEAVE BALANCE CERTIFIED (HR Use Only):</b> <input type="checkbox"/> Annual: _____ hrs. <input type="checkbox"/> Sick: _____ hrs. <input type="checkbox"/> Comp: _____ hrs.	<b>TERMINATION</b> <b>ACTION: (HR Use Only)</b> <input type="checkbox"/> Resignation <input type="checkbox"/> Dismissal <input type="checkbox"/> End of Appt <input type="checkbox"/> Abandonment <input type="checkbox"/> Other: _____ <input type="checkbox"/> Retirement <input type="checkbox"/> Non-Reappointment <input type="checkbox"/> Layoff <input type="checkbox"/> Death Last day on payroll: _____
<b>VI. COMMENTS</b>	*JUSTIFICATION/REMARKS: (Explain Appointment, Salary Additives and/or Special Pay Increase Actions. Use additional sheets, if necessary).			
<b>VII. HIRING INCENTIVES</b>	*JUSTIFICATION/REMARKS: (Explain Appointment Incentive(s). Use additional sheets, if necessary. Please note E&G Funds cannot be used for any hiring incentive(s)).			
<b>VIII. APPROVALS</b>	<b>APPROVALS:</b>		<b>FUNDING APPROVALS:</b>	
	_____ Supervisor's Name      Position Number      Phone Number      Date <small>(Please Print)</small>		_____ 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	

## 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), University Support Personnel System (USPS) or Law Enforcement Officer (LEO).

**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). *The immediate supervisor's position number must be included. 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).*