

PERSONNEL ACTION REQUEST (PAR)

(See reverse side for instructions)

EFFECTIVE DATE

(PERSONNEL USE ONLY):

I. EMPLOYEE	Name (Last, First, MI): _____ Emp. ID: _____ Department Phone #: _____			
	Division: _____ College/School/Dept.: _____			
	Building/Room: _____			
	<p><u>NOTICE:</u> Will this employment constitute Outside Employment or Additional Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">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 Position 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			
IV. SALARY	PAY STEP			
	ANNUAL RATE			
	BIWEEKLY RATE			
	SALARY ADDITIVES			
	WORKING DEPT NAME			
	WORKING DEPT NUM			
V. TIME & LABOR	PAYING DEPT NUM			
	OTHER:			
	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:	
	_____ 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	
		_____ University Controller (Signature Hiring Incentive(s) Only) Date		



General Instructions (Staff)

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), Campus Security Assistant (CSA), Executive Service (ES), Law Enforcement Officer or (LEO)University Support Personnel System (USPS).

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

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

Appointment Status: Interim A&P or USPS, Interim Executive Service, Permanent (USPS Only), Probationary (USPS Only), Regular (A&P Only), Regular (Executive Service) or Temporary (USPS Only).

Funding Source: Auxiliaries (Time- Limited), Contracts & Grants (C&G: Include Project Number (s) and Grant period), Dual Funding Source (See Comment Section), Education & General (E&G), and Foundation or Local Funds (Time-Limited) .

Section III Enter the appropriate information for each category:

Position Number: Enter the position number. The Budget Office or Sponsored Programs will assign the position number for all newly established positions depending on the funding source.

Job Title: Use the official university classification job title.

Job Code: Use the four-digit university classification job code.

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

Salary Grade: Use assigned pay grade.

Pay Step: Use the appropriate step for law enforcement.

Section IV Enter the appropriate information for each category:

Annual Rate: Enter the annual salary amount including cents.

Biweekly Regular Rate: Annual salary 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, Callback, (See applicable collective bargaining agreement), Field Training Officer Activities (See the Florida Police Benevolent Association Collective Bargaining Agreement).

Working Department Name: Enter the working department name.

Working Department Number: Enter the working department number.

Paying Department Number: Enter the department's account number.

Other: This category is used for other pay incentives (i.e., bonuses, lump sum payments, 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 form.

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

Section VI Provide justification and effective date for employment action.

Provide justification and effective date for employment action. Split funding should include the 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. All 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). Include the appropriate funding source (s); however, funding from E&G funds cannot be used.

Section VIII Secure all signatures required for approval of employment action.

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).