



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</p> <p>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			
	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: _____
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

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).*