

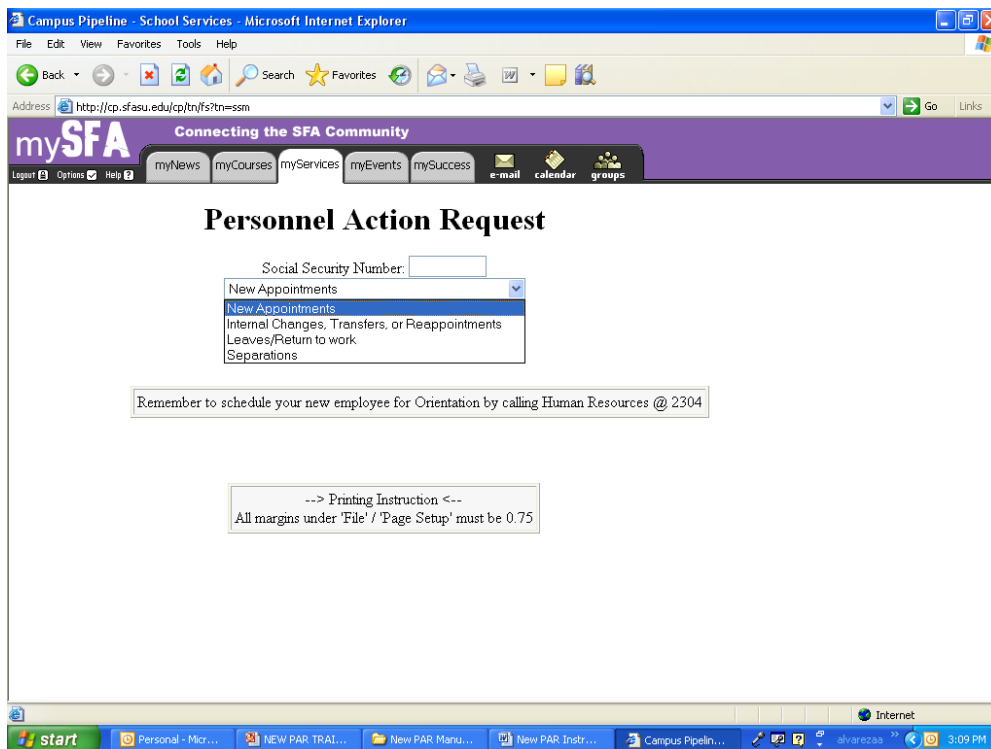
# *Personnel Action Requests 2009*

Personnel Action Requests—or, as they are more commonly known around campus, PARs—are prepared in order to document various functions which include appointment of new employees, recording changes in assignments to current employees and terminations.

Steps to creating a PAR:

1. Log in to MySFA
2. Click on My Services
3. Select Personnel Action Request on the left side column
4. Enter Social Security #
5. Select type from drop down arrow (New Appointment, Separation, Internal Change, Leave/Return to Work)

Note:     1) Leave/Return to Work PAR is used for LWOP or Return to Work Only  
          2) Internal Change is used for Reappointments, Dept. Transfers and any changes Concerning salary, title, account numbers, etc.



The following pages will give you a brief overview of each section of the PAR. For a complete explanation, please reference Section E-39 of the SFASU Policies and Procedures manual, located online at [Personnel Action Request \(E-39\)](#).

**SECTION I—EMPLOYEE INFORMATION**

SECTION I. COMPLETE FOR ALL PERSONNEL ACTIONS				
First Name	Middle Name	Last Name	Maiden Name	Social Security Number
Suzie	Isa	Smart	Won	123-45-6789
Street Address/Apartment Number			Area Code and Home Phone	Date of Birth
1234 Lumberjack Dr			(936)564-0000	01-13-57
City/State Zip		Originating Department	Department Phone	Department P.O. Box
Nacogdoches, TX 75961		Human Resources	(936)468-2304	13039
Retiree of TRS/ORP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Enrolled in TRS elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		FOR FACULTY POSITIONS ONLY	Tenure Status: Tenure <input type="checkbox"/> Yes <input type="checkbox"/> No Non-Tenure <input type="checkbox"/> On Track <input type="checkbox"/> Not on Track	
Gender: <input type="checkbox"/> F <input type="checkbox"/> M		ETHNICITY: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian		

Most of this section will automatically populate when you enter the social security number for an existing employee or when you enter the social security number of a returning employee whose data is still available in the HR system. **(Always verify the Originating Department, Department Phone and Department PO Box)**. This employee may have worked previously within a different department. All of Section I must be completed for all new employees.

The following fields are **mandatory** and **will not populate automatically**. If they are not answered the PAR **will not** print.

- 1. Originating Department**
- 2. Retiree of TRS/ORP**
- 3. Enrolled in TRS elsewhere** - only used for retirees who have been enrolled in TRS; or in those few cases where a new SFA employee is enrolled during the current fiscal year elsewhere.
- 4. Tenure status** - used only for new faculty; should be verified by backup documentation and approved by department chair. (If not Faculty place an ‘x’ on ‘No’ and ‘Not on Track’)

**NOTE:** If the employee is a foreign student or visiting faculty awaiting the issuance of the Social Security number, contact the Human Resources HR Representative @4075 for a temporary Social Security number.

## SECTION II—NEW APPOINTMENTS

SECTION II. COMPLETE FOR <i>NEW APPOINTMENTS ONLY</i>									
Is this a: <input type="checkbox"/> new position?					Gender <input checked="" type="checkbox"/> F <input type="checkbox"/> M		Marital Status <input checked="" type="checkbox"/> M		
<input checked="" type="checkbox"/> replacement? If so, for whom? <u>Jane Solong</u>					Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> S		
<input type="checkbox"/> rehire? Previous employment date: _____					Ethnic Origin: <input checked="" type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic				
<input type="checkbox"/> Texas State Agency transfer? From: _____					<input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian				
Job Group	Account #	Position #	Object Code	Official University Title	Hazardous Duty?	Earnings Code	Job Class	% FTE	Amount
E	140500	330020	1540	Accounting Clerk III	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	010	2220	100	\$21,235.00
Rate of Pay: <u>\$21,235.00</u>					Salary Schedule Code		Start Date: <u>09/01/07</u>		TOTAL
<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semester <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly					B/080/A		End Date: <u>08/31/08</u>		100
									\$21,235.00
									Benefits Eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section II is completed for *New Appointments Only*. It details the data needed when a department hires OR rehires an employee.

All Departments must have the original, signed PAR submitted to Human Resources **before** the employee reports to work:

1. Is the position *exempt* or *non-exempt*?

- All **Classified** positions are *non-exempt*.
- All **Non-Classified** positions are *exempt*.

(The Director of Human Resources must make this determination if this is a new title/position.)

2. What *type* of new employee is being hired? (Select **all** that apply)

- **New position**—the employee is starting in a brand new position.
- **Replacement**—the employee is taking the place of an SFA employee who has left the position. Please give the full name of the former employee.
- **Rehire**—the employee has previously worked for SFA and is returning after having been terminated on an earlier date. If you are uncertain of dates or status, please leave it blank.
- **Texas State Agency transfer?**—If the new employee is transferring *directly* to SFA from another Texas State Agency, please check this box *in addition* to one of the above three.

3. Give the **basic background information** for the employee (i.e. Gender, Ethnic Origin, Marital Status, etc.) For first time employees, try to complete as accurately as possible. The next time a PAR is done on the same person, the information should be correct since it will populate automatically from the system.

4. Enter the **Account/Position Information** for the new employee. Since the codes and information needed to complete this portion of the PAR are basically the same for Sections II, III, and IV we will cover this section separately.

**Note:** Graduate students (GAs, GTAs, GRAs) are **not** full time employees. The maximum percentage they can work is 50% FTE. Casual Employees are always at zero % FTE.

**SECTION III—INTERNAL CHANGES/TRANSFERS/REAPPOINTMENTS**

SECTION III. COMPLETE FOR ALL INTERNAL CHANGES/TRANSFERS/REAPPOINTMENTS									
Is this change regarding: <input type="checkbox"/> Source of Funds <input type="checkbox"/> Basis of Appointment <input checked="" type="checkbox"/> Rate of Pay <input type="checkbox"/> Title <input type="checkbox"/> Merit Increase <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Reappointment									
<b>A. FROM PRESENT STATUS:</b>		Account Name or Leave Status: <b>Biology</b>							
Job Group	Account #	Position #	Object Code	Official University Title	Hazardous Duty?	Earnings Code	Job Class	% FTE	Amount
G	107600	107673	1430	Graduate Teaching Assistant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	010	0303	50	\$6300.00
					Date				
Rate of Pay: \$ 700.00					Salary Schedule Code	Start Date: 09/01/04	TOTAL	50	\$6300.00
<input type="checkbox"/> Annual <input type="checkbox"/> Semester <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Hourly					A/999/A	End Date: 05/31/05	Benefits Eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>B. TO PROPOSED NEW STATUS:</b>		Account Name or Leave Status: <b>Biology</b>							
Job Group	Account #	Position #	Object Code	Official University Title	Hazardous Duty?	Earnings Code	Job Class	% FTE	Amount
G	107600	107673	1430	Graduate Teaching Assistant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	010	0303	50	\$6750.00
					Date				
Rate of Pay: \$750.00					Salary Schedule Code	Start Date: 09/01/05	TOTAL	50	\$6750.00
<input type="checkbox"/> Annual <input type="checkbox"/> Semester <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Hourly					A/999/A	End Date: 05/31/06	Benefits Eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

What is Section III used for? Just about everything! Section III is the “workhorse” of the PAR. As we saw on the preceding pages, Section II is used for new appointments only. But Section III is used whenever a current employee needs to *make a change in title/salary, transfer between departments, reappointment, overloads, etc.*

You will note that Section III is divided into 2 parts (Part A and Part B).

The codes and information needed to complete the *Account/Position Information* portion of Parts A & B, are basically the same as for Sections II, III, IV and these sections will be covered separately.

**Note:** When an employee changes department, the supervisor of the *new* department should prepare the entire PAR, sign it, and route it for signatures.

**SECTION III, PART A—PRESENT STATUS**

SECTION III. COMPLETE FOR <i>ALL INTERNAL CHANGES/TRANSFERS/REAPPOINTMENTS</i>									
Is this change regarding: <input type="checkbox"/> Source of Funds <input type="checkbox"/> Basis of Appointment <input checked="" type="checkbox"/> Rate of Pay <input type="checkbox"/> Title <input type="checkbox"/> Merit Increase <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Reappointment									
<b>A. FROM PRESENT STATUS:</b>		<b>Account Name:</b> <b>Biology</b>							
Job Group	Account #	Position #	Object Code	Official University Title	Hazardous Duty?	Earnings Code	Job Class	% FTE	Amount
G	107600	107673	1430	Graduate Teaching Assistant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	010	0303	50	\$6300.00
					Date				
Rate of Pay: \$ <b>700.00</b>				Salary Schedule Code	Start Date: <b>09/01/05</b>		TOTAL	50	\$6300.00
<input type="checkbox"/> Annual <input type="checkbox"/> Semester <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Hourly				<b>A/999/A</b>	End Date: <b>05/31/06</b>		Benefits Eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

**Part A:**

Part A is structured to give information about an employee’s *current* or *most recent* employment/assignment status. Some special items to take note of in this section are *Account Name*, *Start* and *End Dates*, *Salary*, and *Earnings Codes*.

- As you tab through the first line of Section III, check all of the “*Is this change regarding:*” boxes that apply. In the example above, the employee is being reappointed and is receiving a change in his rate of pay, so both of those boxes are checked.
- *Account Name:* Enter the *Account Name*, such as Biology.
- The *Start* and *End Dates* in **Part A** will be for the employee’s *current* assignment. In the case of some faculty or graduate assistants, use their *most recent* assignment.

**Note:** It is not necessary to terminate academic personnel, including graduate assistants, who are not working over the summer months *and* are being reappointed in the fall; simply reappoint them as shown in this example.

- Use the employee’s *current* or *most recent* % *FTE* and *Salary*.

**SECTION III, PART B—PROPOSED STATUS**

<b>B. TO PROPOSED NEW STATUS:</b> Account Name: <b>Biology</b>									
Job Group	Account #	Position #	Object Code	Official University Title	Hazardous Duty?	Earnings Code	Job Class	% FTE	Amount
G	107600	107673	1430	Graduate Teaching Assistant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	010	0303	50	\$6750.00
Rate of Pay: \$750.00					Salary Schedule Code		Start Date: 09/01/05		TOTAL
<input type="checkbox"/> Annual <input type="checkbox"/> Semester <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Hourly					A/999/A		End Date: 05/31/06		50
									\$6750.00
							Benefits Eligible?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Part B** is intended to give information about the *changes* being made to an employee’s position status. Give close attention to these sections: *Account Name, Account Numbers, Job Titles, Earnings Codes, Salary, and Start and End Dates.*

- **Account Name:** Enter the *Account Name*, such as Biology.
- Any *changes* in the employee’s status or payroll information, such as Account Numbers, Job Titles, % FTE, or Salary are entered in **Part B**.
- The **Start Date** is the first day the employee begins work in his or her *new* assignment.
- The **End Date** depends upon the job assignment. For employees on a 12-month assignment, the end date will be August 31<sup>st</sup>. For those employees on a less-than-12-month assignment, the end date will vary.

**\*\*\* Special Notes on Reappointments \*\*\***

- Adjunct faculty, Graduate Assistants, Graduate Teaching Assistants, Graduate Research Assistants, Graduate Students, and all staff and/or faculty members who get paid via grants or were not included in the recent budget must have a reappointment PAR every new fiscal year.

**SECTION IV—LEAVE WITH OUT PAY/RETURN TO WORK ONLY**

**PAR One, Section IV—Going on LWOP:**

SECTION IV. COMPLETE FOR <i>LWOP/RETURN TO WORK</i>											
<input checked="" type="checkbox"/> <b>Going on Leave:</b> Date: 07/01/05  Estimated date of Return: Unknown  <input type="checkbox"/> LWOP					<input type="checkbox"/> <b>Return to Work</b>  Actual Return to Work Date:						
Job Group	Account #	Position #	Object Code	Official University Title	Hazardous Duty?	Earnings Code	Job Class	% FTE	Amount		
E			1540	Administrative Assistant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	420	1900	100	\$19835.00		
					Date						
Rate of Pay: \$ 19835.00				Salary Schedule Code			TOTAL	100	\$19835.00		
<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semester <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly				B/070/A			Benefits Eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
<b>REMARKS:</b> <i>Employee has used 48 hours Sick Leave and 72 hours Vacation Leave- as of 10/2/2006 is on LWOP status</i>											

1. **Going on Leave**—enter the first *work* day the employee will be on Leave Without Pay.
  2. **Estimated Date of Return**—enter the day the employee anticipates returning to work. If this date cannot be approximated, enter the word “Unknown” in the blank.
- **LWOP**—Leave without Pay; a PAR must be completed for any employee who has missed any non-holiday, non-vacation or non-sick leave time from work.

**PAR Two, RETURN TO WORK:**

**WITHOUT EXCEPTION,** A *Return to Work* PAR **MUST** be submitted for an employee who has been on Leave With Out Pay.

Reminder: The Department may fax to Human Resources a copy of the Return to Work PAR to give us a ‘heads up’ that this employee has returned to work.

**SECTION IV—SEPARATIONS**

**I. SEPARATIONS:**

This form **must be completed** in order to complete the exit process.

SECTION IV. COMPLETE FOR <u>SEPARATIONS ONLY</u>									
SEPARATION CODE: 110									
Remove from payroll: Date/Time: 5/31/05, 5:00 A.M. <input type="checkbox"/> P.M. <input checked="" type="checkbox"/> Last Day of Work: 5/14/05									
Accrued Vacation at Separation: n/a Banked Compensation Time at Separation: n/a									
Job Group	Account #	Position #	Object Code	Official University Title	Hazardous Duty?	Earnings Code	Job Class	% FTE	Amount
B	102000		1410	Professor	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	010	0180	100	\$57000.00
					Date				
Rate of Pay: \$ 57,000/9 mo contract				Salary Schedule Code	<input type="checkbox"/> Direct transfer to Texas State Agency?		TOTAL	100	\$57000.00
<input type="checkbox"/> Annual <input type="checkbox"/> Semester <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly				A/999/A	If yes, where? _____		Benefits Eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
REMARKS: Dr. Smart has accepted a position at Ohio State University.									

1. **Separation Code**—This code indicates *the reason* for the employee’s separation. In the example above, the code “110” indicates that this employee has accepted other employment. A complete list of *Separation Codes* can be found in the back this manual.
2. **Remove From Payroll**—The *Date And Time* will indicate the employee’s actual *termination date*. Sometimes the last day an employee works is the same as his termination date. But sometimes an employee, such as the professor in the example above who is on a 9-month contract, will be paid through the end of the month, even though his last day of work may be earlier.
3. If an employee is eligible to earn **Vacation** or **Comp Time**, calculate the number of hours of vacation and/or comp time the employee will have accrued by their termination date and enter the hours here. If you are unsure of these amounts, call Human Resources at 468-2304 for assistance.
4. Remember to indicate if an employee is transferring to another **Texas State Agency**.
5. **Remarks**—This box is used as needed for further clarification or comment. Remember the more information you can give us the better we can serve the employee!

**Note:** The departments are responsible for scheduling the exit interview with Human Resources *before* the employee’s last day of work and completion of the Account Disablement.

## Sections II, III, IV—Account/Position Information

As you have noticed, Sections II, III, and IV are all set up using the same format to enter the **Account/Position Information** needed for each employee. All of the codes needed to complete this portion can be found on the Human Resources website under compensation ‘cheat sheet’ or by clicking on the following link <http://www2.sfasu.edu/personnel/documents/CheatSheet07.pdf>.

Job Group	Account #	Position #	Object Code	Official University Title	Hazardous Duty?	Earnings Code	Job Class	% FTE	Amount
					<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				\$
					Date				\$
Rate of Pay: \$				Salary Schedule Code	Start Date: 9/1/05		TOTAL		\$
<input type="checkbox"/> Annual <input type="checkbox"/> Semester <input type="checkbox"/> Monthly <input type="checkbox"/> Hourly				<a href="#">See /Job Class Codes/A</a>	End Date: 8/31/06		Benefits Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No		

- **Job Group:** Each *type* of job on campus is classified by a job group code.
- **Account #:** The department chair or account manager will supply the correct account number using the current budget.
- **Position #:** Each employee is assigned an individual position number. If you do not know an employee’s position number, leave it blank. The Budget Analyst will assign the correct position number.
- **Object Code:** Each position on campus is also classified by a four-digit object code, which corresponds with a specific line in the budget.
- **Official University Title:** A complete table of **University Job Titles** located under the HR website using the following link:
  - [SFASU Human Resources](#)
- **Hazardous Duty:** The default is  No. Only certain jobs, such as those at the University Police Department, qualify as Hazardous Duty. If  Yes is checked, specify the date hazardous duty begins.
- **Earnings Code:** The earnings code tells payroll *what kind of pay* or *how to pay* an employee.
- **Job Class:** A four-digit code is assigned for each official university job title
- **% FTE:** Full Time Equivalency; the percentage of time an employee will be working based on a 40 hour work week. The department chair or director will tell you the correct % FTE to use.
- **Amount:** The department chair or director will determine the correct annual salary for the employee.
- **Rate of Pay:** Re-enter the employee’s salary based on whether he or she is being paid on an  Annual  Semester  Monthly  Hourly basis.
- **Salary Schedule Code:** This information is also “tied” to the official university job title and can be found in the **University Job Titles** ( [SFASU Human Resources](#) )
- **Start and End Dates:** The **Start Date** is the first day an employee reports to work. The **End Date** is the last day of the employee’s assignment. For most employees, who have a 12-month assignment, the end date will be August 31<sup>st</sup>.

- **Benefits Eligible:** Not all employees and/or job assignments are benefits eligible. If you have questions about benefits eligibility, call Human Resources at 468-2304.

Instructions/Jobtitles/Paygrades located under:

[SFASU Human Resources](#)

[Salary Ranges](#)

## How to Route the PAR

The Department Chair or Director initiates, verifies, and signs the PAR. The PAR is then sent to:

1. The appropriate Dean's office (for *academic* departments *only*);
2. The Budget Office;
3. The appropriate Vice President; *then*
4. If required, the President; *and*
5. After all signatures are obtained, the PAR is forwarded to Human Resources for signature and processing.

Once the PAR reaches Human Resources, it is reviewed and signed by the Director. It must then be processed by the Human Resources, Position Control, and Payroll departments respectively.

The white copy of the PAR is filed in the employee's permanent file in Human Resources. The yellow copies are returned by campus mail to their respective departments. After the receipt of the yellow copy, it should then be filed in the employee's personnel folder in your department. Please refer to these yellow copies for any corrections before completing the next PAR for that employee.

## Creating LEAVES WITH PAY Online

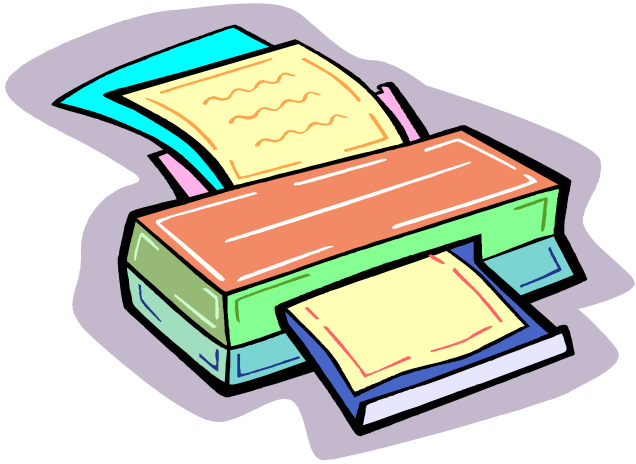
The following links will direct you to forms and instructions for Leave With Pay:

1. [Emergency Leave Request - BEREAVEMENT](#)
2. [Emergency Leave Request - Administrative](#)
3. [FMLA](#)

## Other important online forms

All located under HR Forms: <http://www2.sfasu.edu/personnel/forms.html>

# I. Printing PARs



## General Instructions:

Once you have completed a PAR for a particular employee, you will need to print it on special 6-part NCR paper available from Printing Services.

**Note:** A certain amount of experimentation will have to be done with the NCR paper and your printer and/or copier to find the best printing solution for your office. Call Printing Services at 468-2305 or HR at 468-2304 if you need help using the NCR paper.

The 6-part NCR paper is used for PARs, so that all of the signatures on the top white sheet are duplicated on each of the colored sheets beneath it. **Please make sure the NCR paper is turned the right way!** Otherwise, the signatures will not “press through” to the bottom copies and the PAR will have to be routed again.

If there is any backup documentation that needs to accompany the PAR, please staple it to the back. Please do not place “sticky” notes on the front of the PAR—they rarely survive the journey to Human Resources. If it *is* necessary to include a note with the PAR, staple it to the front of the white copy.

**Note:** Please use only a *single staple* in the upper left-hand corner of the PAR, or use a paper clip. It is *not* necessary to use two or more staples in each PAR!

**Note:** Please try to anticipate and submit all PARs as soon as possible, so that Human Resources will have time to process the PAR and the employee can be paid in a timely manner. **No PARs will be considered final and approved until all necessary signatures obtained.**