



HR/SWEC Only: Tracking #
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ACADEMIC AFFAIRS RECRUITMENT USE ONLY			
Position action: _____			
Dean: _____	Budget Authority: _____		
VP: _____	Grant Acctg: _____		

**PERSONNEL ACTION REQUEST FORM**

SAMPLE STIPEND PAR	8/12/16	8-3402	eckardjs	5706	6000 Administration and Finance
<b>PAR Originator</b>	<b>Date</b>	<b>Phone</b>	<b>e-ID</b>	<b>MSC</b>	<b>Division</b>

**Section I: Employee Information**

First Name:	Middle Name:	Last Name:	Suffix (i.e. Jr, Sr, III)
JMU	Duke	Dog	
Employee ID:	Student ID: (for student employees only)	Social Security Number:	
000000001			

**Section II: Assignment**

Start/Effective Date:	End Date (Last day worked):	Replaces:	Class:	Shift:
8/25/16			12 month	Day (Mon-Fri)
Position #:	Department Name:	Dept/Org Code:	Contract/MOU	Account Code:
6521	Payroll Services	100389	Choose One	114540 Stipend

**Section III: Action/Reason**

<input type="checkbox"/> Hire Indicate a reason	<input type="checkbox"/> Bonus Pay Indicate a reason	<input type="checkbox"/> Paid LOA Indicate a reason
<input type="checkbox"/> Rehire	<input type="checkbox"/> Position Change Indicate a reason	<input type="checkbox"/> Unpaid LOA Indicate a reason
<input type="checkbox"/> Transfer Indicate a reason	<input type="checkbox"/> Data Change Indicate a reason	<input type="checkbox"/> Return from Leave
<input checked="" type="checkbox"/> Additional Pay Classified	<input type="checkbox"/> Pay Rate Change Indicate a reason	<input type="checkbox"/> Separation Indicate a reason
Notes: Cell phone/Internet connection stipend		

**Section IV: Job Information**

Compensation:	Additional Pay - Other (Specify Below)	Amount:	25.00	Probation End Date:	
Working Title/Rank:	Technology Manager	Contract Terms:	Choose one	Tenure Application Date:	
Campus Address/Building:	Massanutten Hall	Room:	233	MSC:	5706
Supervisor:	Jill Eckard	Supervisor Employee ID:	9308	Supervisor Position #:	0355
				Supervisor e-ID:	eckardjs
Conditions of Employment:					
<b>FOR PART-TIME INSTRUCTIONAL FACULTY ONLY →</b>					
Course #:	Section #:	Total credit/contract hours:			
<b>WHEN HIRING FOR ANY PART-TIME ASSIGNMENT:</b>					Hours per Week:
The average number of hours per week must be indicated here →					Hours Total:
The projected total number of hours for this assignment must be indicated here →					
Part-time employees are limited to working no more than 29 hours per week on average (a total of 1,500 hours maximum) over the course of the measurement period, May 1-April 30. Part-time hours are cumulative for all part-time work performed at JMU.					

**Section V: Signatures**

Budget Authority	Date	Phone	e-ID	Human Resources - MSC 7009	Date	Phone	e-ID
Dean/AVP/Dir (If applicable)	Date	Phone	e-ID	Student Work Exp Ctr – MSC 3519	Date	Phone	e-ID
Grant Accounting (If applicable)	Date	Phone	e-ID	Payroll – MSC 5706	Date	Phone	e-ID
Vice President (If applicable)	Date	Phone	e-ID				

**Human Resources Use Only**

HR:	Role Title:	Role Code:	Supervises Y/N	Restricted Y/N	Exempt / Non-Exempt
Effective Date:	Pay Band:	Approval:	Date:		
PROG	S.PROG	ELEM	PROJ	COST	FUND
					PERCENT
					PMSOFT
					PMIS
					DATE
					TRANSCRIPTS