



HR/SWEC Only: Tracking #

ACADEMIC AFFAIRS RECRUITMENT USE ONLY			
Position action:	_____		
Dean:	_____	Budget Authority:	_____
VP:	_____	Grant Acctg:	_____

PERSONNEL ACTION REQUEST FORM

James Madison	12/17/18	x8-0000	madisojx	0000	6000 Administration and Finance
PAR Originator	Date	Phone	e-ID	MSC	Division

Section I: Employee Information

First Name:	Middle Name:	Last Name:	Suffix (i.e. Jr, Sr, III)
Duke	X	Dog	
Employee ID:	Student ID: (for student employees only)	Social Security Number:	
000000000		000-00-0000	

Section II: Assignment

Start/Effective Date:	End Date (Last day worked):	Replaces:	Class:	Shift:
State Date			Not applicable	Not Applicable
Position #:	Department Name:	Dept/Org Code:	Contract/MOU	Account Code:
0000	Doghouse	000000	Not Applicable	Choose One 128100

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 Instructional Faculty	<input type="checkbox"/> Pay Rate Change Indicate a reason	<input type="checkbox"/> Separation Indicate a reason
Notes: Moving and Relocation Stipend		

Section IV: Job Information

Compensation:	Additional Pay - Other (Specify Below)	Amount:	1,000.00	Probation End Date:	
Working Title/Rank:	Mascot	Contract Terms:	Not Applicable	Tenure Application Date:	
Campus Address/Building:	1 Doghouse Lane	Room:	0000	MSC:	0000
Supervisor:	Dolly Madison	Supervisor Employee ID:	madisodx	Supervisor Position #:	0000
Supervisor e-ID:	madisodx	Work Phone:	000-0000	Supervisor e-ID:	madisodx

Conditions of Employment:

FOR PART-TIME INSTRUCTIONAL FACULTY ONLY →	Course #:	Section #:	Total credit/contract hours:
WHEN HIRING FOR ANY PART-TIME ASSIGNMENT:			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
					PSOFT
					PMIS
					DATE
					TRANSCRIPTS