

# Personnel Action Request ([PAR](#)) Form Procedure

**Where is the PAR form located?** The form is located on the Human Resources website under the Forms section <https://www.jmu.edu/humanresources/forms/par.docm>

## **What is a PAR and when is it used?**

The paper document used to affect any personnel action related to employment status or salary including the bulleted list below. The PAR form is neither a contract nor an offer of a contract. Personnel actions and status changes are generally processed by submitting a completed and approved PAR form to the Office of Human Resources, MSC 7009. The PAR form must be accompanied by appropriate attachments and include authorized signatures.

- [A&P Salary adjustments](#)
- Starting and stopping temporary pay for all employees
- Stopping vehicle and cellphone stipends
- Classified [competitive salary offer](#)
- Classified going to A&P (converting positions) otherwise ePAR
- Correction to previously submitted ePARs
- Hire, Rehire, Transfers for Part-time Salaried Non-Teaching or Quasi-Full-time Non-Teaching
- In-Band Adjustment ([IBA](#)) requests (classified, wage)
- Recognition bonus (completed on [Recognition Form](#))
- Summer school hire/rehire

## **Who initiates the Paper PAR?**

The departmental designee for the area that is requesting the action

## **What sections do you fill out?**

See highlighted areas on [PAR Guide](#)

## **Signature Routing**

The PAR signature routing generally follows the Electronic Personnel Action Request (ePAR) routing that is established for your department. The PAR must at least have budget authority and one additional signature. If Academic Affairs division is selected at the top of the PAR, then the PAR must have appropriate signatures from there before submitting to Human Resources.

## **Required Documentation**

All PAR forms must be accompanied by the appropriate supporting documentation in order to be processed and submitted to Payroll Services. Incomplete requests will be returned to the originator.

- An [Onboard Form](#) (electronic) is required prior to the submission of the PAR form before all newly hired and rehired employees can be processed
- New Hire/Rehire for part time account codes 114530 Temporary Non-Teaching (TNT), 112130 Recurring Non-Teaching (RNT) and 114500 Adjunct Faculty must have a Memo Of Understanding ([MOU](#))/contract attached
- Administrative and Professional (A&P) Faculty and Instructional Faculty new hire/rehire proper [contract](#) must be attached
- In-Band Adjustment (IBA) requests must have a Pay Action Worksheet ([PAW](#)) attached

For questions, contact Rachel Sellers ePAR Coordinator, [sellerrj@jmu.edu](mailto:sellerrj@jmu.edu), 540-568-4997