



HR/SWEC Only: Tracking #

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

PERSONNEL ACTION REQUEST FORM

						Choose a Division...
PAR Originator	Date	Phone	e-ID	MSC	Division	

Section I: Employee Information

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

Section II: Assignment

Start/Effective Date:	End Date (Last day worked):	Replaces:	Class:	Shift:
			Choose one	Choose one
Position #:	Department Name:	Dept/Org Code:	Contract/MOU	Account Code:
If known			Choose One	Choose One

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 type="checkbox"/> Additional Pay Current Empl Status	<input type="checkbox"/> Pay Rate Change Indicate a reason	<input type="checkbox"/> Separation Indicate a reason

Notes: **Provide as much detail as possible. If this is a correction PAR, provide the eForm ID of the ePAR that needs correction**

Section IV: Job Information

Compensation:	Type	Amount:	Probation End Date:
Working Title/Rank:		Contract Terms:	Choose one
Campus Address/Building:		Room:	MSC:
Supervisor:	Supervisor Employee ID:	Supervisor Position #:	Work Phone:
Conditions of Employment:			Supervisor e-ID:
FOR PART-TIME INSTRUCTIONAL FACULTY ONLY →		Course #: if applicable	Section #: if applicable
		Total credit/contract hours: if applicable	
WHEN HIRING FOR ANY PART-TIME ASSIGNMENT:			Hours per Week: if applicable
The <u>average number of hours per week</u> must be indicated here →			Hours Total: if applicable
The projected <u>total number of hours</u> 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 Reference Signature Routing section on procedure

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