

Personnel Action Request Guidelines

July 1, 2021

Purpose:

The purpose of the Personnel Action Request (PAR) process is to streamline the review and approval of hiring and personnel actions for appropriate classification, compensation, and funding requirements.

Requirements:

A PAR form is required for all hiring and personnel actions **except** for the following:

- **Temporary Hire and Pay Actions** (i.e. Temporary/OPS appointments, temporary special pay increases/stipends, faculty summer appointments, extra compensation appointments)
- **One-Time Payment Requests** (One-Time Payment Request form must be approved by Administration & Finance)

Process:

Each PAR must be approved by the appropriate Dean or Director and Vice Chancellor, and the signed PAR form should be submitted to Administration & Finance for review and approval. Required HR documents should be submitted with the PAR form to expedite the review process. The Budget Office will provide notification of approval or denial of the PAR.

Appropriate HR procedures must be followed for all personnel actions before making any commitments to current or prospective employees, regardless of whether a PAR form is required.

Sponsored Research/Activities:

To accelerate the process for hiring on incoming sponsored projects, a PAR may be submitted once an official notice of award has been received or an underwrite has been approved by Sponsored Research (include the official notice with the PAR).

Upon receipt of PAR approval, the appropriate hiring process may proceed but a **hiring commitment may not be made effective until the project ID and budget have been established**. Payroll charges for effort on sponsored projects may not be “parked” on other funding sources with the expectation to later move them to a project.

All hiring documentation for sponsored projects should include notification that continuation of employment is contingent upon the availability of funding.