

Personnel Action Request Form Instructions

The Personnel Action Request (PAR) form is a required control and audit tracking document that proves due diligence on the part of the university in all faculty and staff hiring actions (excludes graduate and student employees). Requirements include proper documentation, budgetary authority to fund the actions, and executive level approval of the action.

For positions fully funded by Research or IDC funds utilize the Research Personnel Action Request (RPAR) form also found on the HR website <https://www.tamug.edu/hrd/Employees/index.html> under Employment Forms. RPARs route through the Director of Research Operations (Patty Gonzales).

Instructions for completing the PAR form:

Section I: Department Request

- A. PAR Originator:** Enter the name of the person completing the PAR form
Department: Choose the dept from the drop-down menu, in alpha-order based on the name of the dept in FAMIS followed by the dept code in parentheses
- B. Requested Action:** Choose from the drop-down menu that best fits, in alpha-order
 - a. The following actions will require the Workday Position Description Template found on the HR website <https://www.tamug.edu/hrd/Employees/index.html> under Employment Forms
 - i. Creating new positions
 - ii. Reclassifying positions
 - iii. Promotions/transfers to existing positions
 - b. If your action is not listed, please contact Vanessa Garza in the Budget Office**Reason:** Choose from the drop-down menu that best fits
- C. Incumbent:** Enter the name of the current employee or the name of the previous employee if the request is to fill a vacated position
PIN: Enter the PIN/Position ID from Workday
 - a. Either G##### or P-#####
- D. Current Job Profile Name and Job Code:** Enter job profile name and job code for existing positions.
 - a. If job profile has more than one level, make sure to enter the level if the job code is unknown (i.e. Administrative Coordinator I vs II)**Current Annual Salary:** Enter current salary for positions that are filled.
- E. New Job Profile Name and Job Code:** Enter job profile name and job code for new positions and reclassifications.
 - a. Leave blank if there will be no change to the Job Profile Name associated with the requested action**Pay Grade and Grade Minimum Annual Salary:** Enter the pay grade and minimum annual salary for the Job Profile associated with the requested action.
 - a. Utilize Workday or HR website: <https://www.tamug.edu/hrd/Compensation/index.html>
- F. Maximum Requested Annual Salary for this action:** Enter the maximum annual salary for this action.
 - a. For example, the minimum annual salary is \$40K but you may want to offer up to \$55K for an exceptional candidate, you would enter \$55K here.**Percent Increase:** Enter percent increase only for filled positions.
- G. Direct Supervisor:** Enter the name of the person this employee will be reporting to directly.

- H. Description/Justification of need:** Enter some, or all, of the following, attaching additional pages as needed.
- a. Area(s) of focus and the relevance to organizational priorities such as strategic plans, road maps, etc.
 - b. Identify 3-5 primary roles/responsibilities of this position or attach a Position Description.
 - c. Describe how this position will advance the dept/campus.
- I. Lab safety:** Choose yes or no from the drop-down menu.
- a. If yes, the position description should include "Employee has a professional reason to be in a lab utilizing hazardous materials and equipment."
- J. Funding:** Enter funding to cover the maximum requested annual salary, any combination of the following can be used:
- a. **Budgeted PIN(s):** Enter the PIN(s), account(s) and amount(s) paid from those account(s).
 - b. **Using dept funds:** Enter the account(s) and the amount(s) paid from the account(s).
 - c. **Need central funding:** Enter how much funding is needed.

At this point if you are not the Dept Head, please have the Dept Head review the PAR and any supporting documentation (i.e. position description templates or org charts, etc).

Section II: Email unsigned PAR and supporting documents to Vanessa Garza (Budget Office)

The Budget Office will:

- Assign PAR number
- Review for budget purposes
- Add costing allocation for the requested action
- Route electronically for approval

Section III: Approval routing established by Vanessa Garza

A. Faculty Positions only:

- a. Director of Academic Affairs signs and indicates whether this action requires *Faculty Affairs* approval, comments are optional.

B. Dept Head approval: Signature is required, comments are optional.

- a. PAR Originator and dept businessperson will receive a copy to track PAR progress.
- b. Faculty positions will first route to Director of Academic Affairs to review and indicate if Faculty Affairs approval is required.

C. Dept AVP approval: Signature is required, comments are optional.

- a. If you are the Dept Head and Dept AVP, you'll receive the PAR once to sign.

D. AVP for Finance approval: Signature is required, comments are optional.

E. VP & COO approval: Signature is required, comments are optional.

F. Director HR initials: Indicates whether this action requires *TAMU Comp & Class* review and approval, initials are required, comments are optional.

- a. HR staff will receive a copy to track PARs and take actions as necessary.

G. Director HR approval: Signature is required, comments are optional.

- a. Everyone included above will receive an email that the PAR has been completely approved.
 - i. PDF copy of approved PAR can be downloaded as needed.

If you typically sign PARs, please communicate with Vanessa Garza regarding delegation of signature authority if you'll be unavailable. You will be copied on the PARs that route during your absence so that you are aware and alerted when the PAR is completely approved.

Personnel Action Request (PAR)


GALVESTON CAMPUS

I. Department Request		PAR Originator:	PAR #
A	Department:	Date:	
B	Requested Action:	Reason:	
C	Incumbent Name (if applicable):	PIN (if applicable):	
D	Current Job Profile Name and Job Code (if applicable):	Current Annual Salary (if PIN is filled):	
E	New Job Profile Name and Job Code (if reclassifying or creating a new position):	Pay Grade & Grade Minimum Annual Salary:	
F	Maximum Requested Annual Salary (must be reflected in Section J):	Percent Increase (if PIN is filled):	
G	Direct Supervisor:		
H	Detailed Description/Justification of Need: Please include area(s) of focus, relevance to organizational priorities and strategic goals, 3-5 primary roles/responsibilities, etc. Attach additional pages as needed. Workday Position Description Template required for creating positions, reclassifications, and promotions/transfers.		
I	Does this position have a professional reason to be in a lab utilizing hazardous materials or equipment? If yes, position description must include the following statement: Employee has a professional reason to be in a lab utilizing hazardous materials or equipment.		
J	Funding Source(s):	PIN(s)	Account(s)
	Budgeted PIN(s): Enter existing PIN(s), accounts currently budgeted, and the amount from each account.		
	Using dept funds: Enter your local account(s) and the amount(s) to be paid from each account.		
	Central funding needed: Enter the total funding needed from central sources.		

Personnel Action Request (PAR)



II. Email PAR and supporting documents to Vanessa Garza for budget review and to route for approval.

The Budget Office has reviewed for funding purposes. The costing allocation below should be entered in Workday for this action:

III. Approvals (Vanessa Garza will establish electronic routing for those below):

A	<i>Faculty positions only</i>	Comment:
	Faculty Affairs approval required?	
	Director of Academic Affairs	
B		Comment:
	Department Head Signature	
C		Comment:
	Department AVP Signature	
D		Comment:
	AVP Finance Signature	
E		Comment:
	Vice President & COO Signature	
F	Comp & Class approval required?	Comment:
	Director HR Initials	
G		Comment:
	Director HR Signature (Final Approval)	