



HR/SWEC Only: Tracking #

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

PERSONNEL ACTION REQUEST FORM

						Choose a Division...
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PAR Originator	Date	Phone	Email	MSC	Division
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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:	

Section II: Assignment

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

Section IV: Job Information

Compensation:	Type	Amount:	Probation End Date:
Working Title/Rank:		Contract Terms: Choose one	Tenure Application Date:
Campus Address/Building:		Room:	MSC: Work Phone:
Supervisor:	Supervisor Employee ID:	Supervisor Position #:	Supervisor Email:
Conditions of Employment:			
FOR PART-TIME INSTRUCTIONAL FACULTY ONLY →	Course #:	Section #:	Total credit/contract hours:
WHEN HIRING FOR ANY PART-TIME ASSIGNMENT: The average number of hours per week must be indicated here → The projected total number of hours for this assignment must be indicated here →			Hours per Week: Hours Total:
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	Email	Human Resources - MSC 7009	Date	Phone	Email
Dean/AVP/Dir (If applicable)	Date	Phone	Email	Student Work Exp Ctr – MSC 3519	Date	Phone	Email
Grant Accounting (If applicable)	Date	Phone	Email	Payroll – MSC 5706	Date	Phone	Email
Vice President (If applicable)	Date	Phone	Email				

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	DATE
							PMIS	TRANSCRIPTS