

Human Resource Services  
**PERSONNEL ACTION REQUEST**



This form is used to process personnel actions. Fill out original on the web or print out and complete with typewriting. Copies may be produced as necessary. **SIGN ORIGINAL COPY IN BLUE OR OTHER NON-BLACK INK. Copy with BLUE OR OTHER NON-BLACK ink signatures is deemed to be the original.** Type of copy may be marked at the bottom of the form. This form is available as an Adobe™ document on the Human Resource Services web site. If filling out on web, fill out as completely as possible and then print. If the form is "saved" and re-opened later, information entered by the originator may be missing. Web link to forms page: <http://www.marshall.edu/human-resources/forms/>

Effective Date (begin date <u>and</u> end date if not permanent)	
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**NOTE: Render name exactly as it appears on the Social Security card, except enter last name first, then first name, then middle initial, etc.**

Name (SEE NOTE ABOVE)							
Social Security No.		MU ID #		Date of Birth			
Home Address							
City		State		ZIP		County (Residence)	
Department				Gender		Race	
CURRENT Title				CURRENT Position No.			
CURRENT Wage/Salary Rate				Per			
For <u>above</u> title/position>		Banner FUND/ORG		/		Program Code	
FORMER Title				FORMER Position No.			
FORMER Wage/Salary Rate				Per			
Appointment Type		<input type="checkbox"/> Regular Status Full-Time <input type="checkbox"/> Regular Status Part-Time				If part-time, percent time	
		<input type="checkbox"/> Temporary Help <input type="checkbox"/> Casual					

**NOTE: Temporary Help** – Employed no more than 1039 hours in the year or no more than 9 mos. out of 12 mos. Must be classified by HR Services as to title, grade, and rate of pay. **Casual** – Employed no more than 225 hours in a 12-month period and not classified as to title, grade, and rate of pay.

<b>TYPE OF PERSONNEL ACTION</b> (PLACE CHECK MARK(S) IN BLOCK(S) TO LEFT OF DESIRE ACTION(S))									
<input type="checkbox"/>	Employment *	<input type="checkbox"/>	Dismissal	<input type="checkbox"/>	Leave of Absence	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Overtime
<input type="checkbox"/>	Re-Employment	<input type="checkbox"/>	Death	<input type="checkbox"/>	Return from LOA	<input type="checkbox"/>	Demotion	<input type="checkbox"/>	Funds Source Change
<input type="checkbox"/>	Resignation	<input type="checkbox"/>	Suspension	<input type="checkbox"/>	Reclassification	<input type="checkbox"/>	Sabbatical		
<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Non-Reappointment		
<input type="checkbox"/>	Rate Change	<input type="checkbox"/>	Title Change	<input type="checkbox"/>	Other (Specify)				

ENTER ANY EXPLANATORY REMARKS IN THIS SPACE:

**APPROVALS (SIGNATURES/DATES)** AFTER VICE PRESIDENT SIGNATURE, SUBMIT FORM TO HUMAN RESOURCE SERVICES.

Dept./Unit Supervisor	Date	
Dean/Director	Date	
Vice President	Date	
Human Resource Services	Date	
Budget Office	Date	
Payroll Office	Date	
President	Date	

Submit signed original (through VP) to Human Resource Services. Produce copies as necessary. On copies, indicate owner of copy in space below.

Originator	Dean/Dir	VP	Budget	HR Svcs	Payroll	Other:
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**HUMAN RESOURCE SERVICES USE ONLY**

Pay Grade	Form I-9	[ ] Yes [ ] No
E-Class	Classification	
Last Date Worked	EEO-Code	
A/L Balance	S/L Balance	
AEI	BUDGET OFFICE: ORG Unit	
Lump sum payout of Annual Leave	[ ] Yes [ ] No	C:\Forms\PAR-1

\* Federal law requires that new employees must complete INS Form I-9 in Human Resource Services or before other designated University representative prior to or within 72 hours of the effective date of employment. See <http://www.marshall.edu/human-resources/poly/p3300.asp> for details.