



INSTRUCTIONS FOR SUBMITTING A PAR USING DYNAMIC FORMS

This form may be used currently for the following:

- **Administrative, Research, Teaching Stipends or Non-Classified Contractual Supplemental Pay PARs.**
- **In the Academic Affairs Division, FLAC will continue to be the primary method for processing teaching stipends. Dynamic Forms PAR should only be used in instances when FLAC cannot. Such as MURC funding, late processing, etc.**

PLEASE NOTE: Before you begin processing an Administrative/Research/Teaching Stipend PAR in Dynamic Forms, you will need to have Banner Finance Access to the fund(s)/org(s) being charged. You can access the form at <https://www.marshall.edu/finance/forms/#ban>.

To begin, please select the PAR type from the drop-down list.

* = required field
Some content may be updated based on selection



PAR: Administrative/Research/Teaching Stipend

This page is to be completed only by the initiator of the PAR. Please click **Next** to continue to the next page.

Please select the PAR type.

It is important to select the correct PAR type, as this will affect the routing and other features of the form.

Save Pr...

* -- Choose --

- Choose --
- Administrative Stipend
- Research Stipend
- Non-Classified Contractual Supplemental Pay
- Additional Teaching - Overload
- Part-Time Faculty
- eCourse Distance Instructor
- Faculty Summer for Face-to-Face
- eCourse Summer Faculty

You will then select the purpose of this stipend from the drop-down list. Documents can be attached by selecting Choose File and following the prompts.

For Teaching Stipends, the drop-down will change to a text box for CRN, Course and Section to be noted.

* = required field
Some content may be updated based on selection



PAR: Administrative/Research/Teaching Stipend

This page is to be completed only by the initiator of the PAR. Please click **Next** to continue to the next page.

Please select the PAR type.

It is important to select the correct PAR type, as this will affect the routing and other features of the form.

* Administrative Stipend

What is the purpose of this stipend:

* -- Choose --

Invoice (optional):

Choose File No file chosen

Files over 25 MB will not be accepted

ROUTING

- Section one. For routing purposes, please select all roles REQUIRED to review and approve this PAR. For each REQUIRED role, please provide the MUNet Username of the person that will participate in that role. First name, last name and email address will prefill if the correct MUNet Username is entered.
- In the second section, please select all optional reviewers and provide the MUNet Username of the person that will participate in that role.
- In the third section, choose the appropriate VP to approve.

PLEASE NOTE: Only check **VP Student Affairs** if you are in the **Student Affairs division**.

Click NEXT to move to the next screen. If you need to save your progress, click SAVE PROGRESS. To get back to it, go to MyMU.marshall.edu, click on Dynamic Forms, then go to My Forms > Pending/Draft Forms.

For routing purposes, please select all roles required to review and approve this PAR.
For each required role, please provide the MUNet Username of the person that will participate in that role.

Please select at least one:
If you are authorized to sign as the Supervisor/Manager, Chair, or PI, you can skip selection of your own role. The signature you provide as the initiator of this PAR will satisfy the signature requirement for your role.

| Role / Participant | MUNet Username | First Name | Last Name | E-Mail Address |
|---|----------------|------------|-----------|----------------|
| <input type="checkbox"/> Chair | | | | |
| <input type="checkbox"/> Principal Investigator | | | | |
| <input type="checkbox"/> Supervisor / Manager | | | | |

Please select optional reviewers:

| Role / Participant | MUNet Username | First Name | Last Name | E-Mail Address |
|---|----------------|------------|-----------|----------------|
| <input type="checkbox"/> Business Mgr. | | | | |
| <input type="checkbox"/> Dean / Director | | | | |
| <input type="checkbox"/> VP Student Affairs | | | | |

Select which Senior Vice President should review and approve this PAR.

Please select one:

Sr. Vice President / Provost * -- Choose --

EMPLOYEE INFORMATION

Enter the Employee MUID (number beginning with 90#...) The employee's information will prefill with information available in Banner. Please note: the only information you can change in this section is the phone number and address. You will also confirm the address. Making changes to that section will not update in Banner. To make these changes in Banner, you must complete the [Address Change Form](#).

Employee Information

MUID: * Date of Birth: Last 4 Digits of SSN:

First Name: Middle Initial: Last Name: Suffix:

Email: Phone: Mobile:

Address 1: *

Address 2:

City: * State: * Zip: *

I confirm the address above is correct. I understand it is the address used on the employee's paychecks and W2.

FUNDING INFORMATION

Enter begin date and end dates. When you click on the date, a calendar will pop up. **PLEASE NOTE:** These dates follow the Payroll Calendar and applicable deadlines and will not allow to back dating. Dates outside of the Begin/Ending dates should be noted in comments for when the work was completed.

The following fields will prefill:

- Fiscal Year
- I-9 Status
- Budget information

You will then fill in the home org. Then choose/enter the correct fields below:

- MU fund
- MU org
- Position
- Rate as Agreed
- Per
- Supervisor MUID number. Supervisor's name will prefill.

If you do not have the correct budget information, please contact the University Budget Office at budget@marshall.edu.

If the fund/org needed does not appear in the drop-down menu, complete the Banner Finance Privilege Request Form requesting access.

Add any necessary Comments or Justification.

Funding Information

Note: Begin and End Dates coincide with Marshall Payroll dates. These are the dates when the work is being completed.

| | | | | | |
|-----------------------|----------------------|---------------------|----------------------|--------------------|----------------------|
| Payroll Begin Date: * | -- Choose -- | Payroll End Date: * | -- Choose -- | Fiscal Year: | <input type="text"/> |
| I9 Status: | <input type="text"/> | | | | |
| Home Org: * | <input type="text"/> | MU Fund: * | -- Choose -- | MU Org: * | -- Choose -- |
| Position: | <input type="text"/> | Fund Title: | <input type="text"/> | Org Title: | <input type="text"/> |
| Position Title: | <input type="text"/> | Default Fund: | <input type="text"/> | Default Org: | <input type="text"/> |
| Rate as Agreed: * | <input type="text"/> | Per: * | -- Choose -- | Fund / Org Budget: | \$ 0.00 |
| Supervisor MUID: * | <input type="text"/> | Supvr. First Name: | <input type="text"/> | Supvr. Last Name: | <input type="text"/> |

Comments / Justification: (i.e.: job duties, work location, etc.).

| | |
|-----------------|------|
| (click to sign) | |
| Signature | Date |

After signing, you **MUST** scroll to the bottom and click "**SUBMIT FORM**" to complete this PAR submission.



SIGNATURES & SUBMISSION

Click to sign the signature line and submit an electronic signature. You may choose to opt out of the electronic signature and print at this point. (You will have the option to view and save/print a PDF version of the form after the electronic signature.)

Once electronically signed, click SUBMIT FORM. Once the PAR form has been completed, the Payroll department will mark it as archived.

| Supervisor / Manager Section |
|--|
| Comments: <input type="text"/> <input type="text"/> Signature _____ Date _____ After signing, you MUST scroll to the bottom and click " SUBMIT FORM " to complete your approval of this PAR. |
| Dean / Director Section |
| Select the appropriate VP from the drop down list to review and approve this student hire. Comments: <input type="text"/> <input type="text"/> Signature _____ Date _____ After signing, you MUST scroll to the bottom and click " SUBMIT FORM " to complete your approval of this PAR. |
| Sr. Vice President / Provost Section |
| Comments: <input type="text"/> <input type="text"/> Signature _____ Date _____ After signing, you MUST scroll to the bottom and click " SUBMIT FORM " to complete your approval of this PAR. |
| Human Resources Department Section |
| Click here to launch PEAEMPL Comments: <input type="text"/> <input type="text"/> Signature _____ Date _____ After signing, you MUST scroll to the bottom and click " SUBMIT FORM " to complete your approval of this PAR. |
| Budget Department Section |
| Click HERE to launch Banner NBAPBUD form. Click HERE to launch Banner NBAPOSN form. Comments: <input type="text"/> <input type="text"/> Signature _____ Date _____ After signing, you MUST scroll to the bottom and click " SUBMIT FORM " to complete your approval of this PAR. |
| Payroll Department Section |
| Click HERE to launch Banner NBAJOBS form. Comments: <input type="text"/> <input type="text"/> Signature _____ Date _____ After signing, you MUST scroll to the bottom and click " SUBMIT FORM " to complete your approval of this PAR. |

CORRECTIONS TO A PAR USING DYNAMIC FORMS

If your PAR needs to be corrected, the PAR will be returned to you (initiator) with a note that says what needs changed. You will open the PAR and make the necessary changes and submit the form as you did previously.

If you are the approving area returning the PAR, you will need to add a subject and a note before returning.

The screenshot shows a web form titled "Return For Revision". The form contains a text area for a message, a "To" field with the email address "Tim Weingart (weingart@marshall.edu)", and a "Body" field with a rich text editor. The rich text editor has a toolbar with options for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, text color, and background color. The form also includes a "Return this form for revision" button and a "Cancel and return to form" button. There are two "This field is required." error messages: one above the "To" field and one below the "Body" field.

CANCELING A PAR USING DYNAMIC FORMS

If your PAR needs to be canceled, you can email the PAR group at par@marshall.edu. If you are the department canceling the PAR, you will need to reply to the email stating that it has been canceled.

If your PAR has already gone through the approval process, you will need to complete a [paper PAR](#) for termination.