



INSTRUCTIONS FOR SUBMITTING A PAR USING DYNAMIC FORMS

This form may be used currently for the following:

- **Classified Temporary PARs**

PLEASE NOTE: Before you begin processing a Classified Temporary PAR in Dynamic Forms, you will need to have Banner Finance Access. You can access the form at <https://www.marshall.edu/finance/forms/#ban>.

* = required field



PAR: Classified Temporary

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

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

Save Progress

Next

ROUTING

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

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.

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.

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, the student or new employee should follow standard procedure for information changes in Banner.

* = required field



PAR: Classified Temporary

Employee Information



MUID: *	<input type="text"/>	Date of Birth:	<input type="text"/>	Last 4 Digits of SSN:	<input type="text"/>
First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>	Last Name:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Address 1: *	<input type="text"/>				
Address 2:	<input type="text"/>				
City: *	<input type="text"/>	State: *	<input type="text"/>	Zip: *	<input type="text"/>

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

JOB INFORMATION

Enter begin date and end dates. When you click on the date, a calendar will pop up.

The following fields will prefill:

- Fiscal Year
- I-9 Status
- Number of weeks
- Budget information

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

- MU fund
- MU org
- Position – **If you are unsure of position number or need a new number, When the form is at the HR approval level, they will list the number in the “Final POSN” field.**
- Hourly Rate
- Hours per week
- 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.

Add any necessary comments or justification.

Job Information							
Begin Date:	<input type="text"/>	End Date:	<input type="text"/>				
I9 Status:	<input type="text"/>	Fiscal Year:	<input type="text"/>				
Home Org:	<input type="text"/>	Number of Weeks:	<input type="text" value="0"/>				
Position:	<input type="text"/>	MU Fund:	* -- Choose -- <input type="button" value="i"/>				
Final POSN: <small>(entered by HR)</small>	<input type="text"/>	Fund Title:	<input type="text"/>				
Position Title:	<input type="text"/>	MU Org:	* -- Choose -- <input type="button" value="i"/>				
Hourly Rate:	<input type="text"/>	Default Fund:	<input type="text"/>				
Supervisor MUID:	<input type="text"/>	Default Org.:	<input type="text"/>				
Hours per week:	<input type="text"/>	Fund / Org Budget:	<input type="text" value="\$ 0.00"/>				
Supervisor First Name:	<input type="text"/>	Encumbrance:	<input type="text" value="\$ 0.00"/>				
Supervisor Last Name:	<input type="text"/>						
Comments / Justification: (i.e.: job duties, work location, etc.).							
<input type="text"/>							
<table border="1"> <tr> <td colspan="2">* (click to sign)</td> </tr> <tr> <td>Signature</td> <td>Date</td> </tr> </table>				* (click to sign)		Signature	Date
* (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:



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:



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:



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:

* 	
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:

* 	
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:

* 	
Signature	Date

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

Previous

Save Progress

Submit Form

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.

Return For Revision

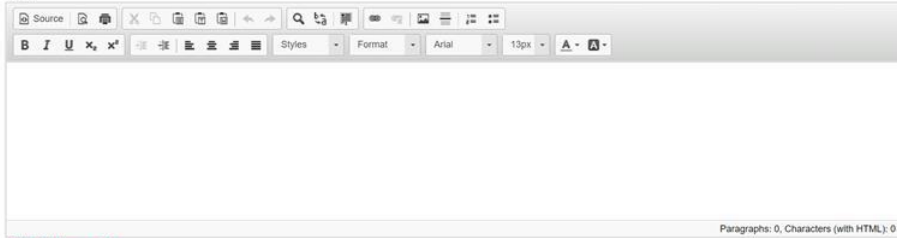
This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To

Subject

This field is required.

Body



Paragrapahs: 0, Characters (with HTML): 0

This field is required.

Return this form for revision

Cancel and return to form

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.