

INSTRUCTIONS FOR USE OF THE MARSHALL UNIVERSITY ON-LINE PERSONNEL ACTION REQUEST

Individuals who regularly prepare Personnel Action Requests (PARs) may print out and keep these instructions in a handy location. The “originator” for purposes of this form is deemed to be the dean or unit supervisor who originates a PAR. This can be a clerical/paraprofessional employee acting in behalf of a dean or unit supervisor.

USE: The on-line Personnel Action Request (PAR) form replaces any earlier typewritten versions of the PAR. Banner Electronic Personnel Action Forms (EPAFs) are set up to support one specific type of personnel action each. Therefore, if an EPAF is approved and available for a specific personnel action, it must be used instead of this form. However, the on-line PAR may continue to be used for any personnel action that is not supported by a specific EPAF. Information is available on the Marshall University web site at <http://www.marshall.edu/human-resources/EPAF/epaftop.asp> about which personnel actions are currently supported by an EPAF.

FIELDS: The form is an Adobe document (.pdf). Fields that the originator needs to complete are set up as “fillable” fields – desired content may be keyed in. The cursor will advance down and across the form to every field into which a user may enter information. Some fields require text. Other fields are check boxes. For check boxes, the user places the mouse cursor in the box or brackets to the left of the desired item and clicks the mouse button. A check mark will appear in the box or brackets. If it is desired to remove the check mark, repeat the process. Place the mouse cursor over the box or brackets and click again. The check mark will disappear. All fields other than signatures from the top of the form down through the date a vice president would sign the PAR are set up as fillable fields.

SIGNATURES IN BLUE INK: Please sign/initial the original PAR in blue ink or other distinctly non-black ink. This will allow offices that review/approve PARs to distinguish the original from copies.

IMPORTANT NOTE ON SAVING PARs: Adobe forms will not ordinarily save on the user’s computer and preserve content the user has typed in. Re-opening the saved document will usually reveal that all the fields are empty. Avoid this difficulty! This form is designed to be filled out on-screen and then printed immediately without attempting to save it. The paper printout should be preserved as the originator’s copy.

COPIES: Originators and those who review/approve PARs after the originator submits the form should make copies for themselves as necessary. The last row above the “Human Resource Services Use Only” block provides check boxes to indicate the owner of copies that are produced. After an originator completes a PAR, he/she should make a copy for themselves. They should place a check mark in the block to the left of the word “Originator.” An original with no check marks in this row should go forward to the next level of approver. An originator may make copies and mark them for themselves and for the dean/director and/or vice president as asked or as appropriate.

CHANGES AND CORRECTIONS: Occasionally it is necessary to change some element of a PAR. A variety of changes may be necessary. These may include changes to funding sources, salary amounts, effective

dates, etc. WHEN A CHANGE IS MADE IN A PRINTED PAR BY A HIGHER-LEVEL APPROVER, THAT PERSON SHOULD INITIAL ANY CHANGES MADE, MAKE A COPY WITH THE CHANGES CLEARLY HIGHLIGHTED, AND SEND IT BACK TO THE ORIGINATOR AND ANY INTERVENING APPROVERS IN THE ADMINISTRATION (HUMAN RESOURCE SERVICES, BUDGET OFFICE, AND/OR PAYROLL OFFICE). THE ORIGINATOR IS RESPONSIBLE FOR PROVIDING A COPY OF THE CHANGED PAR TO THE DEAN/DIRECTOR AND/OR VICE PRESIDENT AS APPROPRIATE.

DISAPPROVED PARs: The same model applies when a PAR is disapproved. A copy should go back to the originator and intervening administrative offices clearly marked with the reason the PAR is disapproved. If appropriate, the originator may create a substitute PAR if the problem can be resolved through research and changes from the original PAR. **FINAL DISPOSITION OF PARs:**

IT IS ASSUMED THAT IF A PAR WAS PROCESSED CORRECTLY, ON TIME, AND DID NOT SUSTAIN CHANGES OR WAS NOT DISAPPROVED, IT WAS PROCESSED AS THE ORIGINATOR TENDERED IT. USERS SHOULD REVIEW THE AFFECTED RECORD IN BANNER HR TO ENSURE THAT THE PAR WAS PROCESSED. IF THE STATUS OF A PERSONNEL ACTION CANNOT BE LEARNED IN THIS MANNER, QUESTIONS MAY BE DIRECTED TO THE APPROPRIATE ADMINISTRATIVE OFFICE. ORIGINATORS WILL NOT RECEIVE A COPY OF PROCESSED PARs THAT WERE NOT CHANGED.