

INSTRUCTIONS FOR SUBMITTING A NEW FACULTY HIRE PAR USING DYNAMIC FORMS

This form may be used currently for the following:

New Faculty Hire and Faculty Re-hires.

PLEASE NOTE:

- You must have Banner Finance access and access to the fund and org you enter to process this PAR form.
- If you are processing a MURC pass through fund /org please also provide the actual MURC funding source Chart 2 fund /org.

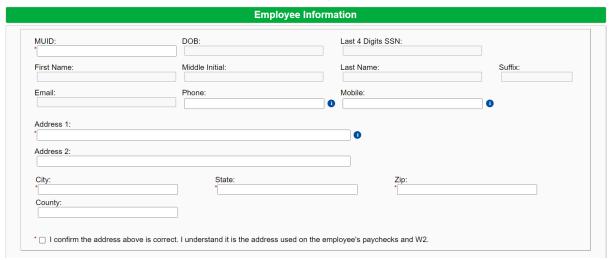
EMPLOYEE INFORMATION

- Enter the MUID (number beginning with 90#...) and the employee's information will prefill with information available in Banner (this process may take a second, be patient). MUID is REQUIRED
- Check the box to confirm the information is correct for payroll. Please note: the only information you can
 change in this section is the address, phone and/or the mobile numbers. Making changes to that section
 will not update in Banner, the employee should follow standard procedure for updating address
 information Banner.

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



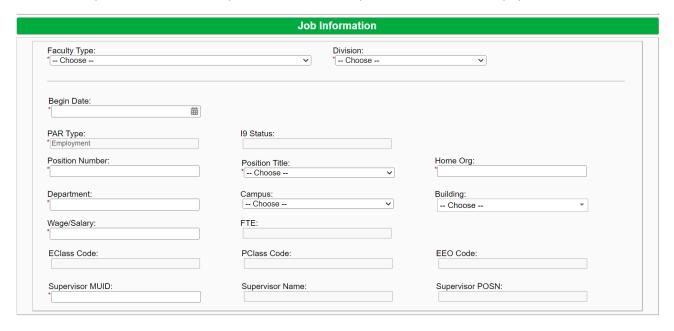
PAR: Faculty Hire



JOB INFORMATION

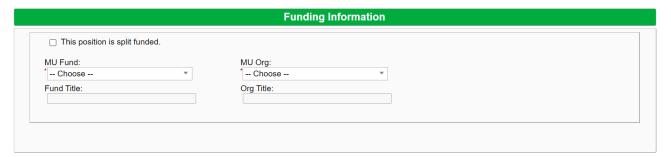
- Select Faculty Type from drop down. Check box confirming the faculty member has been reminded to complete the Pay Option Form if applicable. Excludes Temporary status faculty.
- Select Division from drop down.
- Enter Date(s) as applicable to the Faculty Type.
- Enter Position Number (six-digits, e.g., 220 = 000220). The FTE, EClass, PClass and EEO Code will auto populate.
- Select Position Title from drop down.
- Enter Home Org.
- Enter Department.

- Select from drop down the Campus and Building.
- Enter Supervisor MUID. The Supervisor Name and Supervisor POSN will auto populate.



FUNDING INFORMATION

- Check split funding box if more than one funding source line.
- Select from drop down MU FUND & MU ORG. Funds/orgs not appearing have not been granted access and a Banner Finance Privilege Request Form will need to be completed.



DEPARTMENT SIGNATURE & SUBMISSION

- Enter First Name and Last Name of Dean selecting the email address from the drop down. Click to Sign the signature line and submit an electronic signature.
- Once electronically signed, click SUBMIT FORM at the bottom of the PAR.

	Department Signature
To allow the BAB to route to	o the Dean for signature, search the first and/or last name of the Dean , then select them from the drop-down list.
First Name	Last Name
riist Name	Last Name
Select the Dean cosigner fr	rom the list:
* Choose	.e.: job duties, work location, etc.).
* Choose	.e.: job duties, work location, etc.).
*[Choose Comments / Justification: (i	.e.: job duties, work location, etc.).
* Choose Comments / Justification: (i Name: Butch Burriss *	.e.: job duties, work location, etc.).
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Save Progress Submit Form