



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

Employee Information

MUID:	DOB:	Last 4 Digits SSN:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
First Name:	Middle Initial:	Last Name:	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Phone:	Mobile:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address 1:			
<input type="text"/>			
Address 2:			
<input type="text"/>			
City:	State:	Zip:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
County:	<input type="text"/>		
<input type="text"/>			
<input type="checkbox"/> I confirm the address above is correct. I understand it is the address used on the employee's paychecks and W2.			

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.

Job Information		
Faculty Type: * -- Choose --		Division: * -- Choose --
Begin Date: * <input type="text"/>		
PAR Type: * Employment	I9 Status:	
Position Number: *	Position Title: * -- Choose --	Home Org: *
Department: *	Campus: -- Choose --	Building: -- Choose --
Wage/Salary: *	FTE:	
EClass Code:	PClass Code:	EEO Code:
Supervisor MUID: *	Supervisor Name:	Supervisor POSN:

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.

Funding Information	
<input type="checkbox"/> This position is split funded.	
MU Fund: * -- Choose --	MU Org: * -- Choose --
Fund Title:	Org Title:

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 PAR to route to 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

Select the Dean cosigner from the list:

* -- Choose --

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

Name:

Butch Burriss

*

(click to sign)

Signature

Date

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

Save Progress

Submit Form