This form may be used currently for the following:

- Faculty promotions

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 (2195 or 9195) please also provide the actual MURC Org.

ROUTING

In the first section, for routing purposes, please enter the MUNet Username of the Dean (or signature authority) REQUIRED to review and approve this PAR.
First name, last name and email address will prefill if the correct MUNet Username is entered.

SAVE PROGRESS

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 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). 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 information changes in Banner. Check the box to confirm the information is correct for payroll.

JOB INFORMATION

The current position information will prefill and cannot be changed. For the new position, choose the New Title from the drop down menu, enter the new salary amount.

Enter start date. By clicking on the date, a calendar will pop up so you can select your beginning date. Indicate whether the position is MURC funded or not.

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.