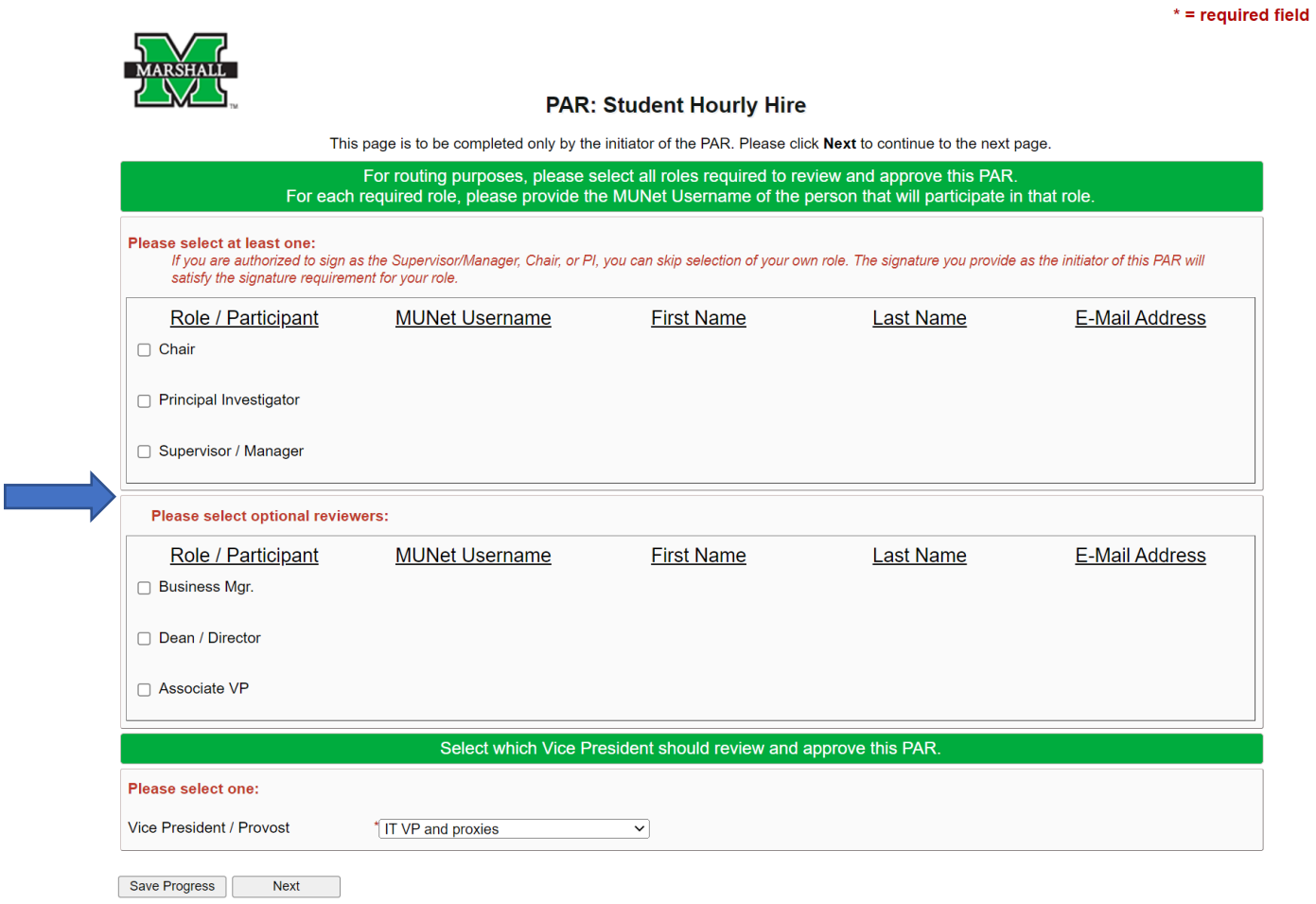
INSTRUCTIONS FOR SUBMITTING A PAR USING DYNAMIC FORMS

This form may be used currently for the following:

- **Student Assistant Hiring PARs**

PLEASE NOTE: Before you begin processing a Student Hire 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.



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.

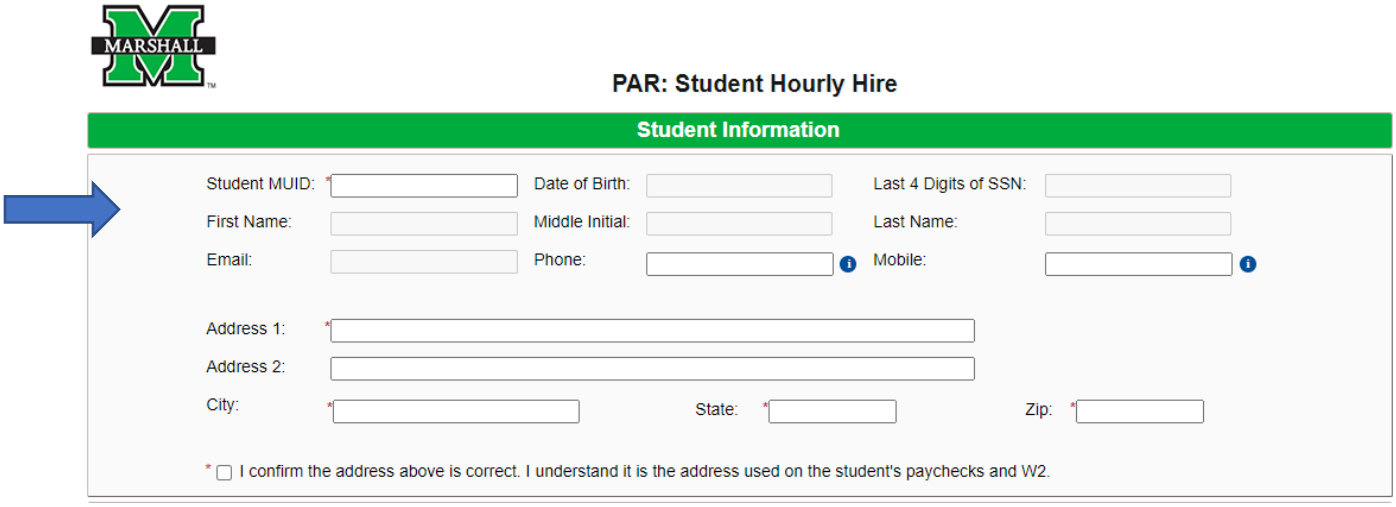
In the second section, please select all optional reviewers and provide the MUNet Username of the person that will participate in that role.

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.

STUDENT INFORMATION

Enter the Student MUID (number beginning with 90#...) The student'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.



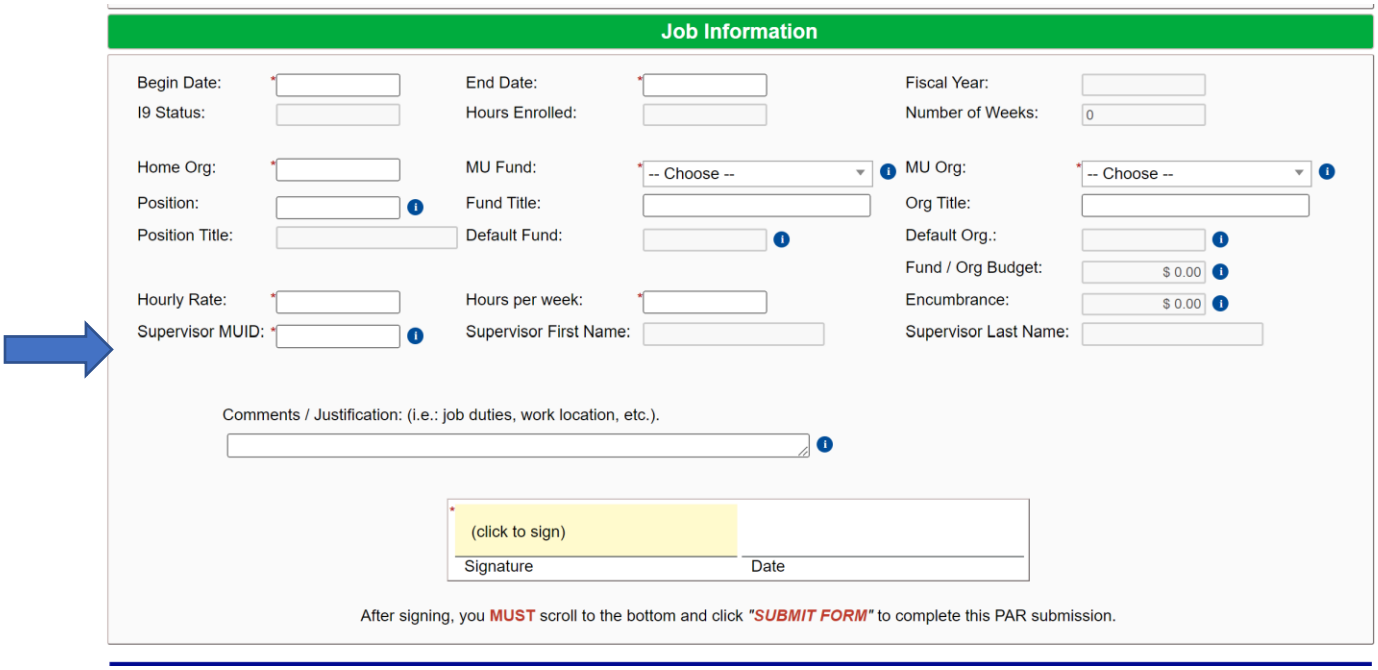
JOB INFORMATION

Enter start date. By clicking on the date, a calendar will pop up so you can select both your beginning and end dates.

The following fields will prefill: FY, I-9 Status, Hours enrolled, number of weeks and budget information.

Fill in Home Org, Choose the correct MU Fund and MU Org, Hourly Rate, Hours per week, and 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.



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.

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.

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

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

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

Comments:

Signature Date

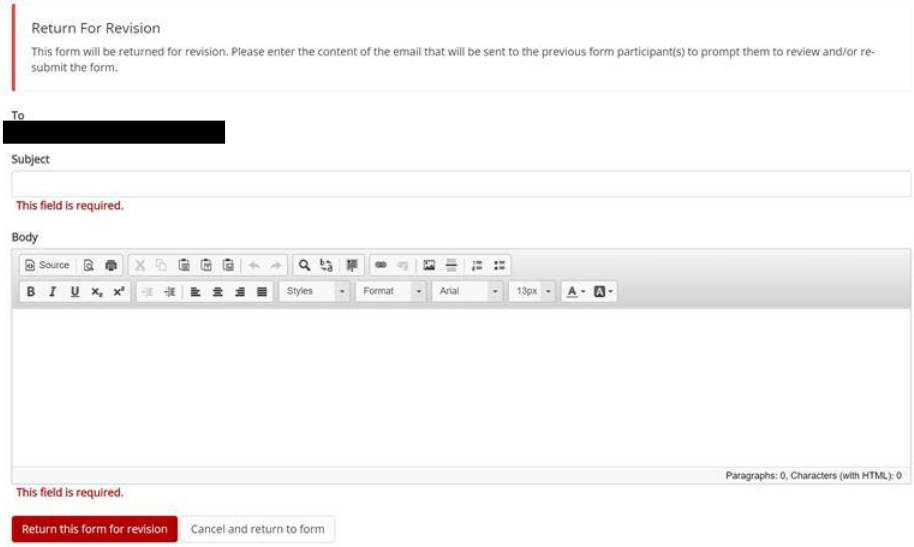
After signing, you MUST scroll to the bottom and click *"SUBMIT FORM"* to complete your approval of this PAR.

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.



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.