



INSTRUCTIONS FOR SUBMITTING A REQUEST FOR A PERMANENT STAFF EMPLOYMENT CHANGE OR TERMINATION USING DYNAMIC FORMS

PAR: Permanent Staff Employment Change

This form may be used for the following:

- **Employment Change** of a Permanent Staff Member including:
 - Demotion
 - FTE Change
 - Fund Source Change
 - Begin Interim – Interim Salary Change
 - End Interim – Interim Salary Change
 - Leave of Absence
 - Return from Leave of Absence
 - Promotion
 - Phased Retirement
 - Rate Change
 - Reclassification
 - Suspension
 - Title Change
 - Transfer

- **Termination** of a Permanent Staff Member including:
 - Death
 - Dismissal
 - Retirement
 - Voluntary Resignation

PAGE 1: ROUTING

Required Roles:

In the first section, for routing purposes, please select all roles REQUIRED to review and approve this PAR. For each REQUIRED role, please enter the First and Last Name of the person who will participate in that role, then select the current participant from the drop-down list that will populate after you enter the name. The First and Last Name fields are not case-sensitive.

If you are authorized to sign as the Supervisor/Manager, Chair, or PI, you can skip the selection of your own role. The signature you provide as the initiator of this PAR will satisfy the signature requirement for your role.

			
PAR: Permanent Staff Employment Change			
This page is to be completed only by the initiator of the PAR. Please click Next to continue to the next page.			
For routing purposes, please select all roles required to review and approve this PAR. For each required role, please search the first and last name of the person that will participate in that role, then select the correct participant from the drop-down list.			
Please select at least one: <i>If you are authorized to sign as the Supervisor/Manager, Chair, or PI, you can skip selection of your own role. The signature you provide as the initiator of this PAR will satisfy the signature requirement for your role.</i>			
<u>Role / Participant</u>	<u>Search First Name</u>	<u>Search Last Name</u>	<u>Select Participant</u>
<input checked="" type="checkbox"/> Chair	<input type="text"/>	<input type="text"/>	-- Choose --
<input type="checkbox"/> Principal Investigator			
<input type="checkbox"/> Supervisor / Manager			

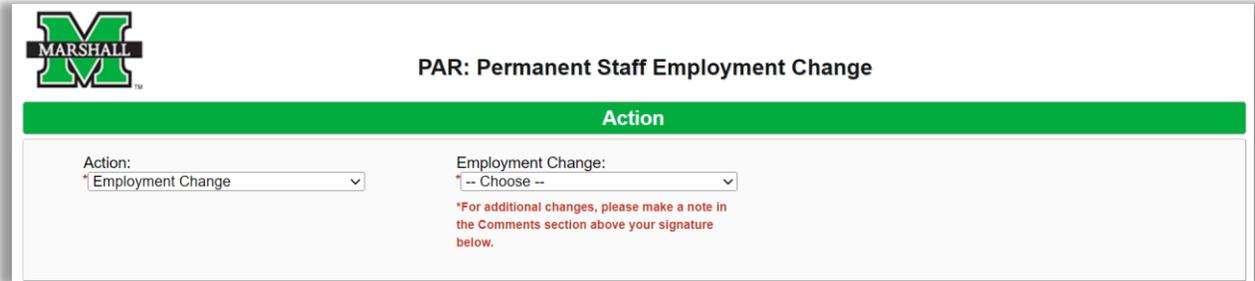
Optional Roles:

In the second section, please select all optional reviewers and enter the First and Last Name of the person who will participate in that role, then select the current participant from the drop-down list that will populate after you enter the name. The First and Last Name fields are not case-sensitive.

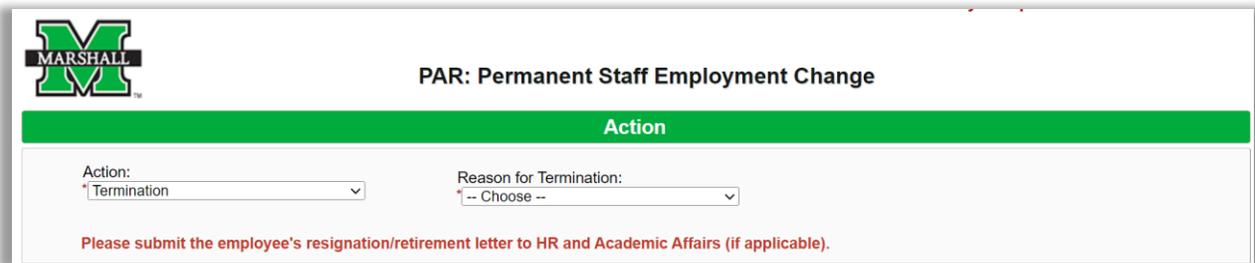
Please select optional reviewers:			
<u>Role / Participant</u>	<u>Search First Name</u>	<u>Search Last Name</u>	<u>Select Participant</u>
<input checked="" type="checkbox"/> Business Mgr.	<input type="text"/>	<input type="text"/>	-- Choose --
<input type="checkbox"/> Dean / Director			

PAGE 2: ACTION

Select the appropriate PAR action from the **Action** drop-down list. Once a selection is made, another drop-down list will appear. Select either the appropriate **Employment Change** type, or **Reason for Termination**.



The screenshot shows the top portion of a web form. On the left is the Marshall University logo. The title is "PAR: Permanent Staff Employment Change". Below the title is a green bar with the word "Action" in white. Underneath, there are two dropdown menus. The first is labeled "Action:" and has "Employment Change" selected. The second is labeled "Employment Change:" and has "-- Choose --" selected. A red asterisk is next to the second label. Below the second dropdown is a red note: "*For additional changes, please make a note in the Comments section above your signature below."



The screenshot shows the top portion of a web form, similar to the one above. The title is "PAR: Permanent Staff Employment Change". Below the title is a green bar with the word "Action" in white. Underneath, there are two dropdown menus. The first is labeled "Action:" and has "Termination" selected. The second is labeled "Reason for Termination:" and has "-- Choose --" selected. A red asterisk is next to the second label. Below the second dropdown is a red note: "Please submit the employee's resignation/retirement letter to HR and Academic Affairs (if applicable)."

Note for Employment Changes:

- If the PAR is for multiple employment change types, select the most appropriate one from the drop-down list. You can make a note in the **Comments** section above your signature for additional changes.
- Information about the employee's former/current job is on the form in the **Former Job** section.

Note for Terminations:

- If the PAR is for a termination, be sure to submit the employee's resignation/retirement letter to HR and Academic Affairs (if applicable).

PAGE 2: EMPLOYMENT INFORMATION

- Enter the Employee MUID (number beginning with 90#...) The employee'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.
- Making changes to the address will not update in Banner. The employee should follow standard procedures for information changes in Banner. They can contact Payroll if their address has changed.

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

PAGE 2: EMPLOYMENT CHANGE

- For Employment Changes, enter the **Effective Date**, **End Date** (if applicable), **Position Number**, **Home Org**, **Position Title**, **Department**, **Salary**, and **New Supervisor MUID**.
- The New Supervisor's Name, Email, and Position Number will prefill.
- If the supervisor will remain the same, enter the current supervisor's MUID for New Supervisor MUID).

Employment Change		
Effective Date:		
Position:	Suffix (entered by Payroll):	Home Org:
Position Title:	Department:	
Salary:	FTE (entered by HR):	Paygrade (entered by HR):
EClass (entered by HR):		
New Supervisor MUID:	New Supervisor Name:	New Supervisor Email:
Supervisor Position Number:		

PAGE 2: FUNDING INFORMATION FOR THE EMPLOYMENT CHANGE

- 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.
- Check **This position is split-funded** if there is more than one funding source line.

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

PAGE 2: FORMER JOB (Employment Changes only)

- Select the **Former Position** from the drop-down list. This list is populated from Banner by the MUID entered earlier.
- Once a selection is made, most of the information will populate, however, you will still need to enter the **Salary**.
- If the employee has any active non-permanent positions, they will autofill in the fields provided. If the positions are for Phone or Internet Stipends, the information is to remind the initiator or department that a separate PAR to terminate those positions will need to be submitted.

Former Job		
Former Position: * -- Choose --	Department: _____	
Non-Permanent Positions (if any): _____ _____		
Position: _____	Suffix: _____	
Fund 1: _____	Org 1: _____	Percentage 1: _____
EClass Code: _____	PClass Code: _____	EEO Code: _____
Salary: *	FTE: _____	Paygrade: _____
Supervisor MUID: _____	Supervisor: _____	Supervisor Email: _____
Supervisor Position Number: _____		

PAGE 2: JOB TO TERMINATE

- Select the job to terminate from the **Former Position** drop-down list. This list is populated from Banner by the MUID entered earlier.
- Once a selection is made, most of the information will populate, however, you will still need to enter **Termination Effective Date**, **End Time** (if applicable), and **Salary**.

Job to Terminate

Former Position: * -- Choose --	Department: *	
Non-Permanent Positions (if any):		
Termination Effective Date: *	End Time (optional):	
Position:	Suffix:	
Fund 1:	Org 1:	Percentage 1:
EClass Code:	PClass Code:	EEO Code:
Salary: *	FTE:	Paygrade:
Supervisor MUID:	Supervisor:	Supervisor Email:
Supervisor Position Number:		

PAGE 2: DEPARTMENT SIGNATURE

- Upload any attachments if necessary in the **File Upload** field.
- Enter Comments, as needed.
- Once electronically signed, click **Submit Form** at the bottom of the page.

Department Signature

File Upload (optional):

Comments:

(click to sign)

Signature _____ Date _____

SIGNATURES & SUBMISSIONS

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.