



Human Resource Services **POLICY RESOURCES**

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Applies to:	Marshall University
Title:	Payroll Reassignments re Leave Deficits
Number:	MU-HR-AP-7
Effective Date:	03/10/04
Last Revision Date:	03/08/06

This administrative procedure is provided for the purpose of effectuating the provisions of Marshall University Board of Governors Policy **HR-7, Payroll Reassignments re Leave Deficits**.

This procedure is sponsored jointly by Marshall University Human Resource Services (see policy and procedure on Human Resources Support) and the Marshall University (hereinafter the University) Office of Payroll and Sponsored Programs.

The employing department will at the request of the Director, Human Resource Services, or the Director of Payroll and Sponsored Programs, generate a Personnel Action Request (PAR) or Electronic Personnel Action Form (EPAF) to transfer the individual from the Semi-Monthly Payroll to the Arrears Payroll.

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MU-HR-AP-7