

PERSONNEL ACTION REQUEST (PAR) UPDATE 07/03

The Personnel Action Request form was modified to assist the Departments to process job actions on a single form; minor formatting changes have been included on date fields, and the social security field. The top portion of the form was rearranged to show pertinent information at a glance. Additional involuntary reason codes have been added to the termination action drop down list.

University of Houston System- PAR - Job Information

Employment Information	Empl ID: 0080281	SSN: 003-18-7548	
Name: Kolenda, Pauline	Format defined for name	Ben Program: CMP	
Format: Last Name, First Name MI			
Prof Exp Date: 09/01/1963	Company Seniority Date: 09/01/1963		
Termination Date: 05/31/1999	Service Date: 05/01/1965		
Last Date Worked: (Terms/LOA Only)	Expected Return Date: (LOA Only)		

Current Job Records	
----------------------------	--

Rcd#	Position	Campus	Dept	Job Cd	Title	SPLN	SGRD		
0	00000001	HR730	H0182	2320	Retiree				
Sts F	JE	R/T	Empl Class	Officer Cd	Std Hrs	FTE	Comp Rt	M/H	Rate@1.0
R	N	n/a	R		1.00	0.03	1.00	M	33.33
Rcd#	Position	Campus	Dept	Job Cd	Title	SPLN	SGRD		
Sts F	JE	R/T	Empl Class	Officer Cd	Std Hrs	FTE	Comp Rt	M/H	Rate@1.0
Rcd#	Position	Campus	Dept	Job Cd	Title	SPLN	SGRD		
Sts F	JE	R/T	Empl Class	Officer Cd	Std Hrs	FTE	Comp Rt	M/H	Rate@1.0

SSN will fill in dashes when hiring a new employee

Ben Program clearly visible

All dates are formatted with forward slashes

Title change of this section

Empl Rec 0 will display

Current Job Records will display 3 job records

A third job action line has been added, this will help reduce the number of PAR's necessary to process job actions for employees having more than two job actions

Requested Job Actions	
Effective Date: 7/16/2003	Action: Rehire Reason: Rehire
Rcd#	Position Campus Dept Job Cd Title SPLN SGRD
0	01001001 HR730 H0064 1950 Summer/Twelve Weeks/Non-Ber FAC UNG
Sts F	JE R/T Empl Class Officer Cd Std Hrs FTE Comp Rt M/H Rate@1.0
R	T Faculty Summer 20.00 0.50 4,500.00 M 9,000.00
Effective Date:	Reason: Assignment End
Rcd#	Position Campus Dept Job Cd Title SPLN SGRD
0	01001001 HR730 H0064 1950 Summer/Twelve Weeks/Non-Ber FAC UNG
Sts F	JE R/T Empl Class Officer Cd Std Hrs FTE Comp Rt M/H Rate@1.0
R	T Faculty Summer 20.00 0.50 4,500.00 M 9,000.00
Effective Date:	Action: Rehire Reason: Rehire
Rcd#	Position Campus Dept Job Cd Title SPLN SGRD
0	00010081 HR730 H0001 3200 Non-Ben Exempt Staff TPE UNG
Sts F	JE R/T Empl Class Officer Cd Std Hrs FTE Comp Rt M/H Rate@1.0
R	T Support Staff None 25.00 0.63 2,000.00 M 3,200.00

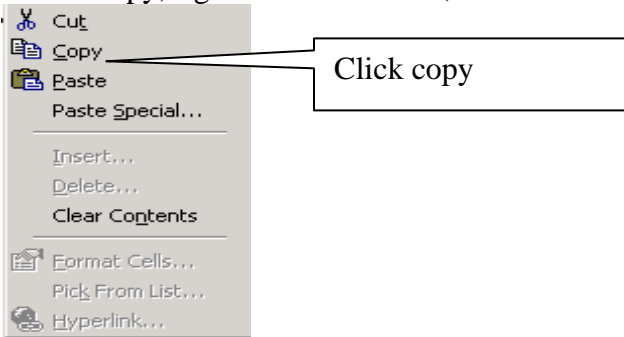
Title Change of this section

Line modified to help distinguish new action lines

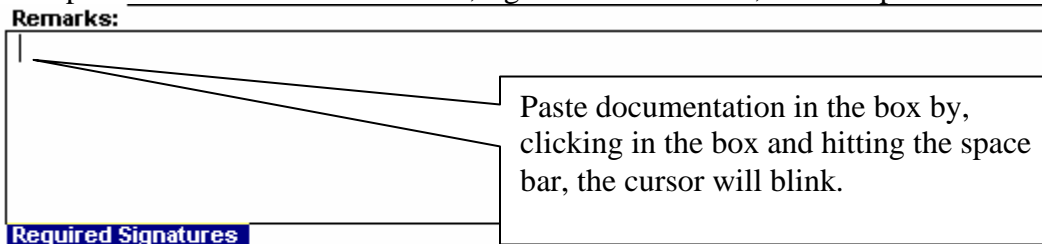
Involuntary reason codes for the termination action have been added.

- | | |
|----------------------------------|--------------------------------|
| Involuntary – Attendance | Involuntary – Gross Misconduct |
| Involuntary – Job Abandonment | Involuntary – Misconduct |
| Involuntary – Misstmnt on Applic | Involuntary – Performance |
| Involuntary – Other Reason | Involuntary – Under Probation |

The remarks box has been increased to accommodate 6 full lines of information; frequently used documentation can be stored on a Word document and pasted into the remarks box. Open your Word document, highlight the area to copy, right click the mouse, a screen will pop up, click on copy.



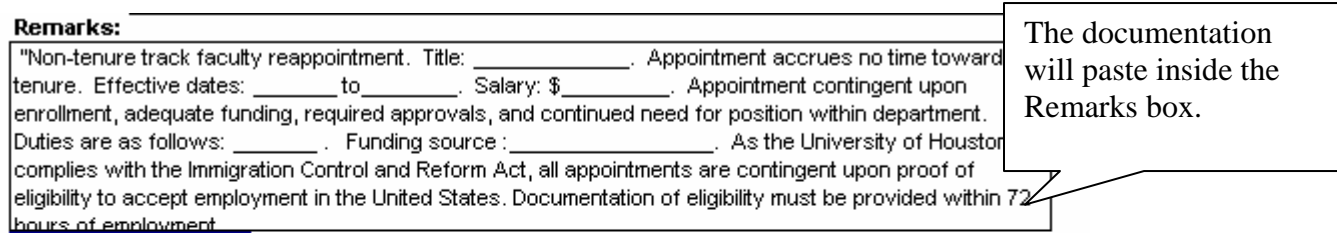
Next place cursor in the remarks box, right click the mouse, click on paste



Required Signatures

Prepared By _____	Extension _____	Date _____	Name/Title _____	Date _____
Name/Title _____	Date _____	Name/Title _____	Date _____	
Human Resources _____	Date _____			

An example of this practice, shown here, is commonly used by main campus when hiring faculty.



Required Signatures

Prepared By _____	Extension _____	Date _____	Name/Title _____	Date _____
Name/Title _____	Date _____	Name/Title _____	Date _____	
Human Resources _____	Date _____			