

# **University of West Georgia**

## **Instructions for Completing a Personnel Action Request**

### **What is a Personnel Action Request form (PAR)?**

The PAR is the legal document used by Budget Services, Financial Aid, and Payroll for hiring/terminating an employee. It is used for the initial set up of an employee in the University's budgeting and payroll system and any changes involving an employee's pay and expenditure charges in our accounting records.

The new form includes information used in the ADP payroll system.

### **When is a PAR required?**

A PAR is required for:

- All new hires
- Re-hires
- All separations - terminations/retirements/etc.
- Changes to title, hours, salary, department code, fund code, account code, supervisor ("reports to") etc. Basically any change in a data element on the form.
- Leave of Absences – need two, one when the person leaves and one when the person returns.

### **Who is responsible for initiating a Personnel Action form (PAR)?**

The department where the employee will work or did work needs to complete all sections of the form. When data is omitted from the form or the information is unclear, clarification will be needed which may delay processing of the form.

### **How is the form completed?**

The form is divided into 4 sections (boxes) with signature approvals at the bottom. Please provide all the information in each area to prevent delay in processing. If you have questions regarding the completion of any section of the form, please contact your department budget contact or your College/Division Budget Manager.

Budget contacts may be found on Budget Services website as part of the Budget Chart String data at:

[http://www.westga.edu/budget/index\\_9855.php](http://www.westga.edu/budget/index_9855.php)

### **Top Section**

The top section identifies the type of employee and the action requested by the department. Please provide all information requested under Action, Employee Type, Effective Date of Action, and Faculty Contract Type (if a FT faculty hire).

Do not complete the "Faculty Contract Type" information for PT Faculty.

Please leave the gray box blank for HR/Budget to complete.

The "Effective Date" needs to be the first day of employment or status change.

## **Middle Section**

The middle section provides the specific information used for verifying budget authority, the amount of pay, and the department that is charged the payroll expenditures.

**Employee Name:** Please provide the name of the employee placing the last name first. The person's name as it appears on their social security card should be used as their legal employment name.

**SSN/ADP ID:** A numerical identifier must be provided to process the PAR. The PAR will be returned to the "Initiator" of the form if this field is left blank.

- If the person is a new hire within the University System of Georgia, a Social Security Number must be used.
- If the person is currently employed at UWG or by the University System of Georgia, they should provide their ADP employee ID number.

The ADP employee ID will be cross walked to their social security number in the payroll system. For a list of ADP ID's please look on the timesheet approval page in ADP or on the Human Resources website under Payroll: <http://www.westga.edu/hrpay/>

*NOTE: Storing social security numbers requires special considerations. Please review the attached guidelines from UWG's Information Technology Services.*

**Type of Hire (if applicable):** Identify if the person is a new hire at UWG or a re-hire. Also, please indicate if the person is employed at another higher education institution in the State of Georgia by providing the name of the institution or another department at UWG.

**Type of Change (if applicable):** If the person is currently employed and a change is needed in the budget and payroll data, please indicate which data to change. The Chart String Coding box needs to be checked if any part of the chart string is changed (i.e. Department, Fund, Account Code, Program, Class, etc.)

**Home Department:** The name of the department where the employee will work.

**Home Department ID:** This is the seven digit department number. If you are unsure of your department ID, please contact your department/college/division Budget Manager or view the chart string list on Budget Services' website. [http://www.westga.edu/budget/index\\_9855.php](http://www.westga.edu/budget/index_9855.php)

**ADP Supervisor:** The name of the person who approves the time for the employee in ADP. This person may be different than the department "Authorized Approver." If the ADP supervisor changes after a person is employed, please send an email to [payroll@westga.edu](mailto:payroll@westga.edu) requesting the change.

**Supervisor ADP ID:** The seven digit ADP employee ID of the person who approves the employees time in ADP. For a list of ADP ID's please look on the timesheet approval page in ADP or on the Human Resources website under Payroll: <http://www.westga.edu/hrpay/>

**ADP Position Number:** This is an eight digit number starting with "540." Every employee is assigned a position number. The position number must have sufficient spending authority budgeted before a person may be employed in the position. To determine a position number, please contact your department/college/division Budget Manager.

**Job Title:** The title of the position is determined first by the Type of Employee.

- For Class I employees, the job title needs to match the Classification Title in ADP. These may be found on Human Resources website: [http://www.westga.edu/hrpay/index\\_13841.php](http://www.westga.edu/hrpay/index_13841.php)

- For Class II employees, the title corresponds to the “Employee Type” next to the box that was checked near the top of the form.
- For Class III employees, the title corresponds to the “Employee Type” next to the box that was checked near the top of the form.

**EFT:** This represents the percent of a full-time employee for Class I employees only. For faculty please use 1.0 whether they are 10 month or 12 month.

**Salary Amounts:** Please use the salary amount indicated by the class of employee on the form. The Annual Salary should equal the annual rate at 1.0 EFT.

*Class I:*

- Faculty – annual salary for fall and spring semesters, only if teaching one semester.
- Benefitted Bi-Weekly Staff – hourly rate
- Administrative – annual salary for 12 months

*Class II:*

- Student Assistant – hourly rate
- Casual Labor – hourly rate
- Federal Work Study – hourly rate
- SRAP (Student Research Assistant Program) – hourly rate

*Class III:*

- Part-Time Faculty – semester rate
- Graduate Assistant – semester rate
- Resident Assistant – semester rate

**Chart String Data:** Chart string data may be obtained from your department or college/division budget manager or you may use the chart string data on Budget Services website at:

[http://www.westga.edu/budget/index\\_9855.php](http://www.westga.edu/budget/index_9855.php)

The form provides for an employee to be split-funded between two departments. If more than 2 lines are needed, please add the additional data in the “Comment” section below.

In the amount lines, please place how much of the annual salary, hourly rate, or semester rate is to be paid from each department. Budget Services will calculate any percentage splits if needed.

For Federal Work Study students, please use the following coding, *except for students working in departments in funds 12xxx, 13000, 14000, 15000, 16000, or 20000*. Financial Aid will complete the “Amount” fields.

<b>Department</b>	<b>Fund</b>	<b>Account</b>	<b>Program</b>	<b>Class</b>	<b>Project</b>
1068000	20000	723100	16700	61000	008
1068101	10500	723100	16700	11000	NA

For work student students in departments funded by funds 12xxx, 13000, 14000, 15000, 16000, and 20000, the second chart string should be the home department. For example a student working in the Health Center will have the following chart strings:

<b>Department</b>	<b>Fund</b>	<b>Account</b>	<b>Program</b>	<b>Class</b>	<b>Project</b>
1068000	20000	723100	16700	61000	008
5053000	12240	723100	24100	42100	

### **Third Section**

This section is used for Separations or Leave of Absences. **In addition** to providing the information in the third section:

- For separations and LOAs, please be sure to complete the Action, Employee Type, and Effective Date of Action fields in the top section and the Name, Social Security #, Home Department, Position Number fields, and chart string coding in the middle section.
- When the employee has returned from a LOA, please complete another PAR and provide the same information.

### **Comments**

Please provide as much information as needed to explain the PAR. You may also use this section for notes for your department as a reference.

Please have the person who completes the form sign the “Action Initiated By” line providing a contact phone number. This person may be contacted if questions arise.

### **Required Approvals**

*Once the form is completed, please print the form on 4-part Reverse Paper only. Using pre-carbon paper is necessary, as other notes are made on the form by Budget Services and Payroll as well as needing the signatures to appear on all copies. You may order the paper from campus Publications and Printing.*

The required approvals are determined by Class of Employee and are the minimum needed for processing the PAR. Your department/college/division may have a separate approval process which includes more approvers. Please note that the form is not officially approved until all required approvers have signed. Have approvers provide the date of approval.

As a minimum the “Authorized Approver” as listed on the Controller’s website must sign the form. To view the list of approvers, go to:

[http://www.westga.edu/controller/index\\_12827.php](http://www.westga.edu/controller/index_12827.php)

Additional approvers include:

1. Human Resources – for all new hires, promotions, reclasses, or salary adjustments for benefitted personnel.
2. Vice President – for all new hires, promotions, or reclasses.
3. Vice President of Business & Finance – for all biweekly and administrative staff receiving a 10% increase or higher increase. Faculty changes are approved by the president on a Contract Amendment form.
4. Financial Aid – for all Federal Work Study students.
5. Graduate School – for all graduate students

### **Routing The Form**

After all applicable approvals have been received, **please route the form to Budget Services**. If it arrives in Budget Services with missed signatures, the form will be routed to the next appropriate signer via campus mail. Any delays caused by lack of signatures upon arrival in Budget Services, is the responsibility of the department initiating the request.

It is the department's responsibility to ensure that additional divisional signatures are acquired not Budget Services or Payroll.