Personnel Action Request & Approval Instructions

This Personnel Action Request & Approval Form (PAR) is a required control and audit tracing document that proves due diligence on the part of the university in all hiring actions. Requirements include HR posting requirements and proper documentation, budgetary authority to fund the actions, and executive level approval of the action. Upon completion of routing and approvals the PAR is returned to the submitter to be forwarded with all required documentation to TAMUG HR Generalists. The form is intended to be a multi-purpose form that will allow a variety of actions to be considered while using only one efficient form. Approvals must be reviewed and approved in the order listed on the form. Request is made as needed, submitted to Department Head, then submitted to Department AVP for approval. Executive Team reviews and makes recommendation.

Does this action require Executive review? (Actions such as temporary wage positions, non-budget eligible positions, and 100% research-funded positions do not require Executive review.)

Section I: Department Request

A. Who is making the request? Department, person submitting request, date.

B. Requested Action. Choose one: Post a full-time vacant position, post a part-time vacant position, post a temporary wage position, reclassify a current position, or promote/transfer. If this is not what you are doing, please go to cell D.

C. Who is the person that the action is being requested for?

D. Please enter current Position information.

E. If there is a new title, please add it along with the new title code.

F. Please provide the salary range information, based upon the salary matrix, for the position/ title code for the position.

   a. Please list the minimum salary for the position and the maximum requested salary, if applicable according to the salary matrix.

G. What is the salary requested salary action giving details as to the numbers that have been created for F. Special Actions: Hire or promote up to 10% above minimum, Hire or promote above 10%
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minimum or current salary. Maximum salary requested

H. Description/Justification of Need.
   a. Area(s) of focus and the relevance of this position to organizational priorities such as strategic plans, road maps or grand challenges.
   b. Identify the 3 to 5 primary roles/responsibilities of this position or attach a DRAFT Position Description if available.
   c. Describe how this position will advance the unit and campus in answering identified strategic goals (ie: student outcomes, faculty outcomes, stewardship of public trust) of the campus.
   d. Indicate whether any potential opportunity exists to fill such a position jointly between two or more units.
   e. Existing and future opportunities for this position to collaborate with other staff, faculty, departments, units, institutes or agencies to support integrated systems-type approaches.
   f. If reclassification is being sought, please provide justification sheet as an attachment to the PAR.
   g. Additional Information (as needed).

I. Is internal funding available for this position, and the requested salary changes?

J. Please list the Accounts where the salary will be paid; provide the amount and percent of the salary to be paid from each perspective account?

K. Is Central Funding being requested? If so, please indicate the requested amount.

L. Compliance statement about lab safety, choose yes or no.
Section II: Approvals must be reviewed and approved in the order listed

A. Department Head approval, Department Head signature, Department Head comments (If applicable), and Department Head date of approval. *

B. AVP approval (Departmental Appropriate), AVP’s name, AVP’s signature, AVP’s comments (If applicable), and AVP’s date of approval. This signature signifies that the request is approved for further processing.*

C. AVP for Finance and Compliance approval, AVP for Finance and Compliance signature, AVP for Finance and Compliance comments (If applicable), and AVP for Finance and Compliance date of approval. This signature indicates budgets identified or requests for funding are approved and PAR can move forward, if not, further explanation will be required by the department. *

D. Executive Review required were as determined by Chief Financial Officer in consultation with the Chief Operations Office. This signature indicates that ET has reviewed and agrees to the request.

E. VP & COO (or Designee) signature, VP & COO (or Designee) approval, VP & COO (or Designee) signature, VP & COO (or Designee) comments (If applicable), and VP & COO (or Designee) date of approval. This signature indicates COO supports the request.*

F. HR Executive Director Approval, HR Executive Director’s signature, HR Executive Director’s comments (If applicable), and HR Executive Director’s date of approval. This signature may indicate final approval unless further actions by Compensation and Classification at TAMU HR is required. If the PAR needs to move forward to TAMU HR, TAMUG HR will indicate such in the comment section and return to Mary Bentz for distribution. Mary will also alert the unit that further review by TAMU is required in final distribution email. *

*Must be obtained in order for PAR to route.