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.

Section I: Department Request

A. Who is making the request? Department (use the drop down menu), person submitting request, date.
B. Requested Action: Choose from the drop down menu.
C. Who is the person that the action is being requested for? If vacant, include the previous incumbent.
D. Please enter current Position information. The adloc is a drop down menu, if your adloc is missing contact Vanessa Garza in the Budget Office.
E. If there is a new title, please add it and the new title code.
F. Please provide the salary range information, based upon the salary matrix, for the position/title code including pay grade and minimum salary.
G. Choose the associated request salary action (i.e. Hire/promote 10% above minimum) and explain as necessary.
H. Description/Justification of need should include some or all of the following:
   a. Area(s) of focus and the relevance to organizational priorities such as strategic plans, road maps, etc.
   b. Identify 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/campus in answering identified strategic goals (i.e. student outcomes, faculty outcomes) of the campus.
   d. Indicate whether any potential opportunity exists to fill between two or more units.
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e Existing and future opportunities to collaborate with other staff, faculty, or agencies to support integrated systems-type approaches.

f If reclassification is being sought, please provide justification as an attachment.

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

J. Please list the funding PIN(s), if applicable, and the account(s) where the salary will be paid; provide the annual amount and percent of the salary to be paid from each account.

K. If central funding is being requested, indicate the amount needed.

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: signature, comments, and date of approval.

B. AVP approval (Department Appropriate): signature, comments, and date of approval.
   a. PAR should route to Vanessa Garza in the Budget Office to assign a number and distribute to those below as needed.

C. AVP for Finance & Compliance: signature indicates accounts identified or funding requests are approved.

D. Executive Review Required: signature indicates ET has reviewed and agrees to the request. Actions such as temporary wage positions, non-budget eligible positions, and 100% research-funded positions do not require Executive review.

E. Vice President & COO: signature indicates COO supports and approves the request.
   a. PAR should route to Vanessa Garza in the Budget Office to image the PAR and send to HR via email, copying the department requesting the action.

F. HR Executive Director Approval: signature indicates final approval unless further actions by Compensation and Classification at TAMU HR is required. Mary Bentz in HR will distribute the final approved PAR to the department and copy the Budget Office. Any subsequent Workday actions that are needed will be addressed by HR.