

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 originator 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.

Section I: Department Request

- A. Enter the name of the PAR originator, choose the Department & Adloc from the drop-down menu, and enter the date.
- B. Requested Action and Reason for Action: choose the appropriate response from the drop-down menus.
- C. Who is the person that the action is being requested for? If vacant, include the name of the previous incumbent. Enter the PIN if one already exists, otherwise leave blank.
- D. Enter the current title and title code for the position, if this is a new position leave blank.
- E. If a new title is needed (whether reclass or new position), enter the title and title code.
- F. Provide salary information for the position including a preliminary recommended salary that can be discussed with Human Resources, the pay grade and minimum salary for the position (where applicable), and the maximum requested salary (i.e., if you want to offer 10% above the minimum salary, make sure to enter that annual amount in this section).
- G. For staff and research positions (excluding temporary positions), choose one or more justifications and be sure to include a statement of explanation for each one selected in section H.
- H. Description/Justification of need should include statement(s) of explanation as it relates to section G and 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. Existing and future opportunities to collaborate with other staff, faculty, or agencies to support integrated systems-type approaches.
 - e. If reclassification is requested, please provide justification as an attachment.

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- I. Indicate whether internal funding is available.
- J. List any positions used to fund this request if applicable, list any account(s) that will fund the request as well the annual amount and percent to be paid from each account if more than one is listed.
- K. If central funding is requested, indicate the total amount needed.
- L. Indicate if the position requires the employee to have a professional reason to be in a lab utilizing hazardous materials and equipment, if so, this must be included in the position description as well.

Section II: Approvals

- A. Department Head approval needs at least a signature and date of approval, comments entered as needed.
- B. Associate Vice President approval (where appropriate) needs at least a signature and date of approval, comments entered as needed. For those who report directly to Col. Fossum will route to Vanessa Garza in the Budget Office.
 - At this point the PAR should route to Vanessa Garza in the Budget Office to assign a number and distribute to those remaining in the approval chain.
 - Costing allocations associated with the requested action will be entered by Vanessa Garza.
- C. Associate Vice President for Finance & Compliance approval indicates that accounts have been identified or funding request has been approved.
- D. Vice President & COO approval indicates COO support for the request.
 - 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.
- E. Human Resources 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 Workday actions that are needed will be addressed by HR.

Any questions regarding how to complete the PAR can be addressed to Vanessa Garza in the Budget Office. For research positions, please contact Patty Gonzales since those route through her office.