Required Training:
Preparer: HRE107
Approver: HRE104

To process requests:
Navigator Path: Workforce Admin > Job Information > Personnel Action Request (PAR) > Create PAR
Tile Path: Workforce Admin Home Page > Personnel Action Request > Create PAR

To view processed requests:
Navigator Path: Workforce Administration > Job Information > Personnel Action Request (PAR) > Find PAR
Tile Path: Workforce Admin Home Page > Personnel Action Request > Find PAR

Important Notices:
For Additional Pay Transactions, when the payee is employed elsewhere within the University system, including the Flint Campus, appropriate Releasing Department Approval (RDA) must be obtained prior to the work being completed. The email or memo documentation must be attached to the PAR.

All PAR Transactions require an explanation in the comments section and may also require supporting documentation uploaded as an attachment i.e. Additional Pay, Resignations/Retirements & Tech Tool.

Flint HR must be the final approver on all PAR transactions. Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.

The Flint HR Office processes PAR Transactions for Reclassification/Equity Reviews and involuntary terminations.
Personnel Action Requests (PAR) Transactions - Faculty/Staff/GSRA/GEO Appointments - Pay Rate Changes/Other Job Changes/Correction or Deletion of Data/Leave of Absence. Student/Non-Student Temporary Appointments - Pay Rate Changes/Other Job Changes/Correction or Deletion of Data/Add Workstudy*.

<table>
<thead>
<tr>
<th>Order of Approvers</th>
</tr>
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<tbody>
<tr>
<td><strong>All Faculty</strong></td>
</tr>
<tr>
<td><strong>Approver Order</strong></td>
</tr>
<tr>
<td>1st: Dee Dee Hurley (Individual)</td>
</tr>
<tr>
<td>2nd: Supervisor/Director/Dept Head/Dean (per dept requirements)</td>
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</tbody>
</table>

Departments Covered:
- SEHS
- CHS
- SON
- Business & Finance
- Enrollment Mgmt
- Assoc Provost/Grad Programs
- CAS
- Chancellor
- Provost
- SOM
- Student Affairs
- University Advancement
- SEHS
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Please note:

PAR Transactions must include a detailed explanation of requested change.
Temp Terminations require the last date work to be added in the bottom comment section.
For Correction or Deletion of Data, comments must include a detailed explanation of requested correction or deletion of the data.
If using a sponsored program shortcode, you must add your appropriate Sponsored Programs approver.
Flint HR must be the final approver on all PAR transactions. Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.
*To remove Workstudy - Complete and submit a Temp Appt Change Form to HR.
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<tr>
<th>All Faculty</th>
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**Please note:**

- Additional Pay Transactions must have a detailed business reason including the amount to be paid, explanation of the work provided, duration of work and if work was performed outside of employees normal work hours.
- If using a sponsored program shortcode, you must add your appropriate Sponsored Programs approver.
- Flint HR must be the final approver on all PAR transactions. Flint HR will be automatically added as the final approver when the creator hits “Save & Submit” on the transaction.

*Cabinet Approvers:

- Chancellor’s Office transactions - Maria (Tess) Barker
- Provost/Academic Affairs transactions - Keith Moreland
- Vice Chancellor for Business & Finance transactions - Mike Hague
- Vice Chancellor for Student Affairs transactions - Chris Giordano
- Vice Chancellor for Enrollment Management - Kristi Hottenstein
- Vice-Chancellor for University Advancement transactions - BJ Hull

Revision Approved in HR 3/10/2020
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**Retirements:** Replace 1st approver with Suzi Bye

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Please note:
All student/non-student terminations must include the last date worked in the bottom comments section. Any dismissals that are no rehire or restricted must first be discussed with HR.
If the reason for termination is retirement, please confirm eligibility for retirement with Flint HR Benefits Coordinator, Suzi Bye and replace 1st approver with Suzi.
Flint HR must be the final approver on all PAR transactions. Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.

Revision Approved in HR 3/10/2020
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**Please note:**

*DBE requests must include comments on what is being changed and why.*

*If using a sponsored program shortcode, you must add your appropriate Sponsored Programs approver.*

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Please note:

*Phone Stipends must include phone number in comments section and attached signed Verification Statement*

*If using a sponsored program shortcode, you must add your appropriate Sponsored Programs approver.*

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