Print Form

Georgia Perimeter College

Two Years That Will Change Your Life

Personnel Action Request (PAR)

Employee Name _____ Employee ID (ADP) _____
Last First Preferred First Name Middle

Home Department _____ Dept. ID _____

☐ New Hire (Section A, B, D) ☐ Change Funding (Section A, D) ☐ Other Change (Section B, D)
☐ Re-hire (Section A, B, D) ☐ Termination (Section C, D) ☐ Reclass (Section B, D)

Effective Date _____

Section A – Position Funding Data (all changes in position funding must be approved by Budget/Grants)

Funding Distribution: ☐ 100% from Home Department listed above ☐ Split Funding or Other Funding (detail below)

_____

Job Code _____ Job Title _____ ☐ Exempt ☐ Non-Exempt
☐ Full-Time ☐ Part-Time
☐ Regular ☐ Temporary

Funding Comments _____

Section B – Job Data/Position Data Changes

New Mgr. (Responsible for hiring/Terminations/Performance evaluations/Time Off Requests) _____

New Pay Rate _____ **New Std Hours per Week** _____

New E-Time Supervisor
(Responsible for approving time card only) _____

Other Changes/Comments _____

_____

Please give a short reason for the change:

Employee Campus Location: (check one)
☐ Alpharetta ☐ Clarkston ☐ Decatur
☐ Lakeside ☐ Dunwoody ☐ Newton

Section C – Terminations: Please enter last day worked _____

All terminations require a reason code; please select one from the options below. Reasons marked with an asterisk (*) are ineligible for rehire. **Must provide details below.

☐ Resignation **(please attach resignation letter)** ☐ Job Abandonment** ☐ Mutual Consent ☐ Gross Misconduct*
☐ Staff Reduction ☐ Failure to Return from Leave ☐ Unsatisfactory Performance ☐ Insubordination**
☐ Attendance ☐ No Show ☐ Misstatement on Application* ☐ Other**
☐ Elimination of Position ☐ End of Temporary Employment ☐ Violation of Rules**

Comments _____

Section D – Approvals – To avoid a delay in processing, all job/position changes requiring a salary or budget change, including changes in hours or pay rate, must be approved the Budget Office prior to submission to Human Resources. Two levels of mgt. approval required for all salary changes. *** Salary increases exceeding 15% requires the approval of the Executive Vice President for Financial and Administrative Affairs.

Mgr/Supv _____ Signature _____ Date _____

Dean/Dir _____ Signature _____ Date _____

AVP/VP _____ Signature _____ Date _____

EVP, _____ Signature _____ Date _____
Financial and Administrative Affairs

Budget Office _____ Signature _____ Date _____

HR Use Only Approved by _____

Position # _____ Entered by _____ Date Entered _____