

STUDENT Personnel Action Request New Hire/Additional Assignment

| Status and Type of Action | | | | |
|--|---|----------------------------------|-----------------------------------|--|
| Student Type: | <input type="checkbox"/> Institutional | <input type="checkbox"/> Federal | <input type="checkbox"/> Graduate | <input type="checkbox"/> International |
| Reason for PAR: | <input type="checkbox"/> New Hire <input type="checkbox"/> Current Employee - Additional Assignment | | | |
| (Please use the space under "Comments" section below to provide detailed explanation if needed). | | | | |

| Employee Information | | | |
|----------------------|----------------------|------------|-------------|
| Full Name: | Last Name | First Name | Middle Name |
| | Last 4 digits of SSN | | |

| Position Information | | |
|-----------------------|----------------------|--------------|
| Position # | Position Title: | Employee ID: |
| | Organizational Unit: | |
| Supervisor: | Hourly Rate \$ | |
| Total Hours Per Week: | | |

| Employment Information | | |
|---|---|------------|
| Fall Semester Only <input type="checkbox"/> | Summer Semester Only <input type="checkbox"/> | Start Date |
| Spring Semester Only <input type="checkbox"/> | Academic Year <input type="checkbox"/> | *End Date |

| Position Funding Information (if other than home cost center) | | | | | |
|--|-------|-------|-------------|------------|----------|
| Cost Center Number | Grant | Order | Percent (%) | Start Date | End Date |
| | | | | | |

| Comments |
|---|
| (In addition to explanatory comments, indicate in this section if you are requesting specific pay dates outside of normal payroll cycle/schedule) |

| Approvals | | |
|---|--------------|------|
| PAR Initiator's Name | Phone Number | Date |
| Supervisor's Signature | | Date |
| Director/Chair/Grant PI | | Date |
| Student Financial Assistance Signature | | Date |
| Budget Office/Financial Services/Grants | | Date |

End Dates are mandatory. Please use the expected last day of employment

- ✓ All fields are mandatory and the PAR will be returned to the initiating department if not filled out completely.
- ✓ Ensure End Date listed is accurate. Students cannot work past that date without an additional PAR.
- ✓ Email completed PARs to stuemployment@nku.edu