

## 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](mailto:stuemployment@nku.edu)