

# Personnel Action Request Form

This is the official form used for hiring purposes or to change a current employee's status. This form should be completed by the hiring supervisor and approved by the appropriate officials.

Personnel Action Request Forms should be routed to Human Resources for processing after completion. All new hires and employees with status changes require an Authority to Report to Work in order to begin in a new assignment. Please contact Human Resources at (956) 295-3772 with questions about the completion of this form.

## Detailed Instructions

<b>Check the status that applies. You may be required to check more than one box.</b>	
<b>The definitions are as follows:</b>	
New Hire	An employee who is new to Texas Southmost College.
Rehire	An employee who has worked at Texas Southmost College in the past as per the employee's job application. This will be verified by Human Resources.
Recommendation	A current employee who is changing his/her position due to a promotion, a demotion, or a lateral transfer. A promotion is defined as a salary code change with an increase in salary (e.g., salary code 37, Accounting Clerk I to Salary Code 36, Accounting Clerk II). A demotion is defined as salary code change with a decrease in salary (e.g., salary code 37, Senior Office Assistant to salary code 38, Office Assistant). A lateral transfer is defined as a change in position with no change in salary code (e.g., salary code 66, Carpenter to salary code 66, Painter).
Adjunct Pool	A recommendation from the Adjunct Instructor Pool.
Change in Position	A change in position (e.g., Admissions Specialist to Financial Aid Specialist).
Change in Funding	A funding source change from the operating budget to grant-funding or vice versa.
Transfer	A move from one department to another (e.g., moving from Admissions Department to Financial Aid Department).
Administrative Action	A status change for an employee based on an administrative decision/action (e.g., transferring an employee from one department to another due to administrative reasons). This action is initiated by the President.

Section 1

<b>For new employees, complete the employee name, effective date and the right column of Box 2.</b>	
<b>For current employees, complete both columns in Box 2.</b>	
<b>The definitions are as follows:</b>	
Name	The employee's official name according to the employment application or TSC payroll records.
Effective Date	The preferred date for the action to take effect.
From Department	Official name of former department (if applicable).
To Department	Official name of the new department.
From Division	Official name of the former division (if applicable).
To Division	Official name of the new division.
Position	The name of the position.
Employee ID	FOR EXISTING EMPLOYEES ONLY – the number assigned by Colleague/Human Resources.
Releasing Initials	The initials of the Dean or Department Director who is releasing the employee to another department (if applicable).

<b>Check all the boxes that apply. The definitions are as follows:</b>	
<b>Position Type:</b>	
New	The position is new and has never been filled.
Replacing	The position is a replacement. Include the name of the employee being replaced.
<b>Funding Source:</b>	
Operating Budget	The operating budget from which funds will be expended.
Grant-Funded	Funds will be allocated from a grant.
<b>FLSA Status:</b>	
Exempt	The employee is paid on a salary basis and exempt from overtime pay.
Non-Exempt	The employee is paid on an hourly or salary basis and is compensated for overtime.
<b>Category:</b>	
Credit	Instructor teaches credit courses.
Non-Credit	Instructor teaches non-credit courses.
<b>Term of Appointment:</b>	
Term of Appointment	<p>The employee works on a 9-month, 12-month, semester or "Other" basis. "Other" should be defined (e.g., 3-months, through 04/15/20XX, etc.).</p> <p>A Student Worker's term of appointment should be recorded as follows:</p> <p>Fall Semester: 09/01/XX - 12/31/XX</p> <p>Spring Semester: 01/01/XX - 05/15/XX</p> <p>Summer Session: 05/16/XX - 08/31/XX</p> <p>Year-long (REK): 09/01/XX - 08/31/XX</p>
<b>Employee Status:</b>	
Full-Time	The position is full-time.
Part-Time	The position is part-time.
Temporary	The employee's position is not included in the College District's staffing plan but is otherwise provided for in the fiscal year budget or with grant provisions.
<b>Position Class:</b>	
Full-Time Credit Faculty	A term contract, full-time faculty member.
Adjunct Credit Faculty	A part-time faculty member employed on an as-needed basis for a semester or summer term.
Instructional Support	A non-exempt employee under Instructional Support.
Plant Operations	A non-exempt employee under Plant Operations.
Full-Time CE Instructor	An exempt instructor under Continuing Education.
Adjunct CE Instructor	A non-credit part-time instructor under Continuing Education.
Campus Security	A non-exempt employee under Campus Security.
Admin/Prof/Tech	An exempt Administrative, Professional or Technical employee.
Clerical	A non-exempt clerical employee.
Student	A non-exempt employee who is also a student with the College.

<b>Complete the blanks.</b>	
<b>The definitions are as follows:</b>	
Position to be Closed	Close a position and remove from the department's budget.
Position	The name of the position.
GL Account	The general ledger number assigned by the Finance office.
Position to be Opened	Open a position and add to the department's budget.
Position	The name of the position.
GL Account	The general ledger number assigned by the Finance office.
<b>FOR BUDGET USE ONLY</b>	
<b>Human Resources is responsible for routing the Personnel Action Request (PAR) form to the Finance office for completion.</b>	
<b>The definitions are as follows:</b>	
Budgeted Salary	The salary as provided in the budget.
GL Account	The general ledger number assigned by the Finance office.
Budget Verification	Accounting/Finance signature.
Sponsored Programs	The name of the grant-funded or specialized source outside of normal revenues.
Time and Effort Required	Verification as to whether grant requires time and effort reporting.
<b>APPROVALS</b>	
Nepotism Affirmation	The Dean or Department Head is required to check this box. This section relates to TSC's nepotism policy DBE (Local) which states, in part, "...no employee shall be assigned to work in a department or area under the supervision of his or her relative by blood or marriage. Additionally, no employee shall be assigned to work where the final decision or recommendations for employment actions resets with a person related by blood or marriage. The term "relative" shall include the following members of the employee's or employee's spouse's family: spouse, children, grandchildren, parents, siblings, aunts, uncles, nieces, nephews, or cousins (first or second)." See DBE (Local) and DBE (Exhibit) for more information.
Official Signatures	The Dean or Department Director is required to sign. The Dean or Department Director is also responsible for securing the appropriate Vice President's signature before forwarding to Human Resources for processing.
<b>RECOMMENDATION</b>	
For the President's use only.	