



# NORTHERN NEW MEXICO COLLEGE

## PERSONNEL ACTION REQUEST

**PURPOSE:** Request personnel actions to fill positions for full-time or part-time hires. PAR Form is attached as page 2 of these instructions. **\*\* DO NOT USE FOR SCHOLARSHIP MONIES– CONTACT FINANCIAL AID \*\***

### Section I. Completed by requestor.

- Requestor types "X" to identify if new or vacated position; "X" to identify if faculty, staff or student; "X" if FT or PT.

- Type in the Name, Department and Job Title. If this is a new assignment or position change, the name of the Reporting Official is required.

- Provide Banner ID number (preferred) or SSN.

- Position number is 6-digits. 1<sup>st</sup> four numbers are the org code assigned to a department or program (except stipends). **EX: 4011 Business Office.** The last 2-digits are:

01= Heads of College, Departments, Programs

02= Deputies

03-09= Administrative Staff

11-19= FT Faculty

21-39= Support Staff, Technicians etc.

49 = Grants (100% except Adjunct)

51= PT, Temps

53 = Students

99= Adjunct Faculty

- If this is full-time, complete either the Salary and/or Stipend. If neither apply, choose Other to type in \$\$ amount. If part-time hire, type in the hourly rate. Hours Authorized: How many hours per week. **EX: NTE 20hr/week.** If you're limited to funds such as in grants, also include total number of hours (excluding holidays, breaks, etc). **EX: NTE 10 hr/week, 190 hrs total.** Calculate the Total Funds and enter.

- **NOTES** section: Specify the desire **beginning and ending dates** for the hire. Provide any and all information that will provide justification to the hire, when are stipends to be paid, etc. This section will expand as you type.

- Requestor completes the Requestor/Phone, Job Title and Date of submission.

### Section II. Completed by Human Resources (HR).

**Section III. Requestor completes** Account No., FTE% (full-time equivalency), Amount and TOTAL.

**Budget Office completes** the last box of section: Budget Approval, Job Title and Date.

**PROCESS:** The completed PAR is emailed, along with the approved job description, to [nancyo@nnmc.edu](mailto:nancyo@nnmc.edu). *We do not accept hard copies.*

- HR will send the PAR to the appropriate executive officer for review and approval to proceed.

- HR then forwards the approved PAR, making corrections if required, to the Budget Office for their review and approval.

- HR then receives the approved PAR from Budget and prepares the PAN (Personnel Action Notice).

- HR contacts the requestor/employee by email.

- **All employees must come to the HR Office to sign the PAN before it can be sent to Payroll for payment.**

- If this is a new employee, s/he must provide required I-9 documents (originals only) to HR for identity and employment authorization and complete W-4 and direct deposit forms for payroll.

- Full-time employees will receive a New Hire Orientation from HR which takes about 30 minutes. The employee will have an in-processing checklist to complete the process through their assigned department, ID card, email sign-up, keys, etc. This checklist is returned to HR when all actions have been completed.

**Summary of Changes:** (added) Not to be used for scholarship money recipients; (corrected) position number codes; (added) position number code for Students; (added) reporting official for employee; (updated) email address to send PAR; (added) changes to job descriptions to be submitted and approved in advance of PAR submission to avoid delays.



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### SECTION I

New   
  Re-hire   
  Transfer   
  Staff   
  Faculty   
  Student   
  F/T   
  P/T

Employee Name: _____		Department: _____ Reporting Official: _____	Job Title: _____
Banner/SS#: _____ Position #: _____	Salary: _____ Stipend: _____ Other: _____	Hourly Rate: _____ Hours Authorized: _____ Total Funds: _____	
Notes: _____			
Requestor/Phone: _____ _____	Job Title: _____		Date: _____

**SUBMIT TO HR ELECTRONICALLY ONLY (VIA EMAIL)**

### SECTION II

Temporary   
  Regular   
  Exempt   
  Non-Exempt   
  Timesheets Required

HR Proposed Start Date: _____	HR Proposed End Date: _____	Date: _____
HR Approval: _____	Job Title: _____	

### SECTION III

Account No: _____	FTE %: _____	Amount: _____
Account No: _____	FTE %: _____	Amount: _____
Account No: _____	FTE %: _____	Amount: _____
<b>(Must Equal Contract or Estimated Amount)</b>		<b>TOTAL</b> _____
Budget Approval: _____	Job Title: _____	Date: _____

**NOTE: Supervisors will be subject to disciplinary action if they allow employees to begin work before all the paperwork is fully executed.** HR will contact the requestor for an actual start and end date when required actions have been completed. Attach the Job Description. **CHANGES TO THE JOB DESCRIPTION MUST BE REVIEWED AND APPROVED IN ADVANCE BY HR** to avoid delay in processing.



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Revised: January 10, 2012 **Previous Editions are Obsolete**

PAN Request