ALL NEW HIRES MUST REPORT TO HUMAN RESOURCES ON THEIR FIRST DAY OF WORK TO COMPLETE A PERSONNEL PACKET AND PRESENT DOCUMENTATION SHOWING PROOF THEY ARE ELIGIBLE TO WORK IN THE UNITED STATES. THIS APPLIES TO ANY PERSON WHO HAS NOT BEEN PAID BY THE UNIVERSITY DURING THE PRECEEDING TWELVE MONTHS.

Employees must not be permitted or required to prior to final approval of the PAF. Please contact Human Resources to verify that all necessary documents have been completed prior to directing an individual to work. The Human Resources Office is located in Martin Hall, Room 170 and can be reached at 337-851-6242.

Required Fields:

Full Name   Last, First, Middle

CLID/SSN   (ex. abc1234) If unknown, can be found on the Cajun Card of the student/employee. If new employee with no CLID, please use the SSN or if the person is an international and a SSN is not available please input "Pending" in this field.

Date of Birth   (mm,dd,yyyy)

Department Name   Department assigned is usually where the employee physically works. This is also the department where the payroll check will be sent.

Job Title   As it appears on the approved PRF (Position Request Form)

Proposed Effective Date   Requested date that this action should take place on. (Ex. New Hire Start Date, Termination Date, Date of Promotion). Final hire dates will be set by the Office of Human Resources upon formal offers and necessary background clearance.

ReqID/EEO#   (Unclassified permanent positions only). For those approved/posted in Cornerstone, indicate requisition ID. If only on paper, indicate EEO# from approved PRF (Position Request Form)

Supervisor for this Position Who will be the direct supervisor of this position.

Assigned Department #   The Code of the department that the employee is assigned to physically work in, not necessarily the charged budget account.

New Position   Yes or No, If No, list the name of the full name and CLID of the person who last held this position.

Action to be taken   (Choose only one main action, and the appropriate sub box. This must be completed.) **New Hire, Rehire, Continue Appointment (Emergency Temporary staff, New full-time Faculty and Classified Hires)-**Must include resume of person being appointed. Next select the classification and the appropriate employment type that is below it (See University Appointment Types below):

**<u>NOTE</u>: New Fulltime Unclassified Staff Hires are approved via the Cornerstone Product (See New Staff Hiring Via Cornerstone Guide) for more information. *Effective April 12, 2021*

- Indicate whether full-time or part-time
- Classified: (State Civil Service Positions)
  - Probationary (All new hires will be on probation for up to 2 years from the date of hire)
  - Permanent (Applies to Classified employee who have completed their probationary period. Contact HR before selecting)
  - WAE. Up to one year appointment not to exceed 1245 hours in twelve month period.

- Full Time (For permanent employment)
- Full Time Faculty – Are they on a tenure track?
  If Yes Please include the Tenure Review Code on the form

  > First Digit:
  >   - o   0 -1976 Tenure System
  >   - o   1 – Old Tenure System
  >
  > Second Digit:
  >   - 0 – Not on Tenure Track
  >   - 1 – On Tenure Track
  >   - 3 – Tenured
  >
  > Third Digit: Semester of Tenure Review
  >   1 – Fall Semester
  >   2 – Spring Semester
  >   3 – Summer Semester
  >
  > Fourth Digit(s): Year of Tenure Review

- Temporary (Pooled Position/Adjunct)- To be used for appointments with end dates (non-continuing hires): Faculty and Staff.(From date must match the effective action date)
  - o   Indicate full time or part time and percent employed
  - o   Staff indicates non-faculty positions
  - o   Academic Faculty (i.e. Adjunct, emergency faculty hires, etc.)
  - o   Temporary part-time (formerly Casual Labor). Unclassified non-exempt positions where the need for services is short-term, seasonal, or intermittent. Temporary part-time employees do not work a fixed schedule and are paid by the hour. Cannot exceed 1300 hours in a calendar year.

- Student Employment:
  - o   Graduate Assistant (See Graduate School guidelines)
  - o   Graduate Teaching Assistant (See Graduate School guidelines)
  - o   Graduate Research Assistant (See Graduate School guidelines)
  - o   Graduate Student (Hourly, non-college work-study)
  - o   Student Worker (Hourly, non-college work-study)

Job Change/Modify Appointment:
- Department Change – Employee moving to different department within division with no change in salary or title.
- Promotion – Movement of a classified permanent employee to another classified position at a higher GS-Level. Probationary classified employees must resign their current position to accept a classified position in a higher classification and are not eligible for promotion until they have been granted permanent status by the appointing authority.
- Position change – All changes in position title or classification not covered by the definition for Promotion above. If changing positions (vacating previous role), resignation letter template must be attached to the job change PAF in order to be approved.
- Probation to Permanent- a classified position action in which an employee has completed the necessary University probationary period, and is granted permanent status. HR will initiate this action on the PAF, and forward to the department, where the authorized supervisor will check "Granted" if it is their intent to allow for permanent status. In converse the "Not Granted" option should be selected if "This employee's performance has not been satisfactory during his/her probationary period. It is recommended that he/she be removed from his/her position." A full statement of the reasons for this recommendation must be added to the comments/justification section of this form. (Additional attachments may be included). This will also be subject to the approval of HR appointing authority.
- LWOP/LWP – Preapproved absence from work with (LWP) or without (LWOP) pay. Requests for leaves of absence must be in writing and approved in advance by the President upon recommendation of the area Vice President. Leave without pay due to statutory leaves such as Family Medical, military, or maternity should not be requested

on this form. Leave without pay due to exhaustion of leave not due to a statutory reason may require the issuance of disciplinary action. Please consult with Human Resources on all case of leave with or without pay.

- Salary Adjustment/Pay Rate Change: Additional justification may be required for this type of action. If this is for a classified employee please consult HR about any Salary Adjustments or Pay Rate Changes prior to submitting.

- Termination/Agency Transfer Out/ Cancel Appointment: The proposed effective date of action should reflect the employees last day at work. Please consult with Employee Relations prior to any involuntary separation due poor performance, behavioral deficiencies, reductions in force, position elimination, or departmental reorganization. Please specify the receiving agency for employees moving to other state agencies.
  - Resignation – To be completed when the employee resignation letter is unavailable.
  - Dismissal (Termination): – Consult with Employee Relations before submitting.
  - Retirement – To be completed when the employee resignation letter is unavailable.
  - Death: Form is filled out by the manager/supervisor and then routed (See routing instructions below)
  - Transfer Out – Only completed when employee moving to other state agency.
  - Expiration of Appointment – For term or externally funded positions in which the contract has ended due to the term of the contract or non-renewal.
  - Cancelation of Appointment (Applicable to graduate assistantships only. This does not apply to graduate student work part-time hourly jobs)
  - RIF (Reduction-in-force): Another term for a layoff. Justification is required (See routing instructions below)

Comments/Justification   Any justification needed or special instructions/clarification should be included here as well. Must be included for job changes, salary adjustment, leave of absence, and involuntary separations.

Pay Rate   Pay rate cannot exceed previously approved salary range without separate approval. Significant variance may require resubmission of the Position Request form, Position Description form and reposting of the position.

Rate classification (hourly, monthly, academic, etc.) is position dependent. Please consult with Human Resources if unsure as to which to select.

Operating Budget/
Department Charged   Please input the departmental code(s) that is to be charged for this position. If multiple accounts are to be charged then indicate what percentage of the payment will come from each account number:

Educational Degrees: Please list all degrees required to meet minimum qualifications for the positon or that are used to determine job or pay level.

List Recent Related
Appointments: List previous positions that support the candidates meeting the minimum qualifications for the position or used to determine the candidate's job or pay level. **Include current resume for all newly appointed employees.**

Routing Instructions by Employee type:

Unclassified Fulltime Staff:

1. Submitting by: This can be a department head, Search committee chair, or other authorized proxy.
2. Department head/Director (if different from Submitting party above)
3. Dean of College (if applicable)
4. ~~*Dean of Graduate School (not applicable)*~~
5. *Faculty Affairs (not applicable for Unclassified Staff), HR/EEO routes to Area VP*
6. CHRO/EEO (Required)
7. SPFAC (If applicable).
8. Vice President
9. ~~*Provost (not applicable)*~~
10. President (required)
11. Vice President Administration (final required signature).

   NOTE: New Fulltime Unclassified Staff Hiring Actions are approved via the Cornerstone Product (See Cornerstone Applicant Review and Hiring Process Guide) for more information. *Effective April 1, 2021

Fulltime Faculty:

1. Submitting by: This can be a department head, Search committee chair, or other authorized proxy.
2. Department head/Director (if different from Submitting party above)
3. Dean of College (Required)
4. ~~*Dean of Graduate School (not applicable)*~~
5. Faculty Affairs (Required)
6. CHRO/EEO (Required)
7. ~~*Vice President (n/a- Provost will sign on the allotted field below)*~~
8. SPFAC (only If applicable)
9. Provost (Required as VP)
10. ~~*President (not applicable)*~~
11. Vice President Administration (final required signature).

Once approved by the appropriate parties, per above sequencing, PAF Form routed from VP Administration to HR for final copying/routing. Original will return to the Provost's office, with copies to Finance, Payroll, and the respective department. Official job offer will be made by the academic department for Faculty. No copies of the PAF will be made or distributed by any department other than Human Resources during the approval process.

Classified Fulltime Staff and Classified WAE employees:

1. Submitting by: This can be a department head, Search committee chair, or other authorized proxy.
2. Department head/Director (if different from Submitting party above)
3. Dean of College (only if applicable)
4. ~~Dean of Graduate School (not applicable)~~
5. ~~Faculty Affairs (not applicable)~~
6. CHRO/EEO (Required)
7. ~~SPFAC (not applicable)~~
8. Vice President (required- Will route directly to VP Admin)
9. ~~Provost (not applicable)~~
10. ~~President (not applicable)~~
11. Vice President Administration (final required signature).

Once approved by the appropriate parties, per above sequencing, PAF Form routed from VP Administration to HR for official job offer. Original is housed in HR. Copies will be routed to Finance, Payroll, and the respective department. No copies of the PAF will be made or distributed by any department other than Human Resources during the approval.

Unclassified Temporary Faculty/Adjuncts:

1. Submitting by: This can be a department head, Search committee chair, or other authorized proxy.
2. Department head/Director (if different from Submitting party above)
3. Dean of College (Required)
4. Dean of Graduate School (only if Adjunct candidate is a current Graduate Student)
5. Faculty Affairs (Required)
6. ~~CHRO/EEO (not applicable for temporary positions)~~
7. SPFAC (only If applicable)
8. *Vice President (n/a- Provost will sign on the allotted field below)*
9. Provost (Required as VP)
10. ~~President (not applicable)~~
11. Vice President Administration (final required signature).

Once approved by the appropriate parties, per above sequencing, PAF Form routed from VP Administration to HR for final copying/routing. Original will return to the Provost's office, with copies to Finance, Payroll, and the respective department. Official job offer will be made by the academic department for Faculty. No copies of the PAF will be made or distributed by any department other than Human Resources during the approval process.

Unclassified Temporary Part-time Staff (formerly Casual Labor):

1. Submitting by: This can be a department head, Search committee chair, or other authorized proxy.
2. Department head/Director (if different from Submitting party above)
3. Dean of College (if applicable)
4. *Dean of Graduate School (only if candidate is a current Graduate Student)*
5. ~~*Faculty Affairs (not applicable for Unclassified Staff), Dean of College routes directly to Vice President*~~
6. *CHRO*
7. SPFAC (If applicable).
8. Vice President (Required)
9. ~~*Provost (not applicable)*~~
10. President (required)
11. Vice President Administration (final required signature).

Once approved by the appropriate parties, per above sequencing, PAF Form routed from VP Administration to HR. Original will return to the President, with copies to Finance, Payroll, and the respective department. Official job offer will be made by the department for temporary staff. No copies of the PAF will be made or distributed by any department other than Human Resources during the approval process.

Graduate Assistants:

If awarded/funded by the **Graduate School** as an "academic department" assistantship, the PAF must be approved by the following:	If awarded/funded by a **R Account or G Account**, the PAF must be approved by the following:	If awarded/funded by the **Vice President for Administration and Finance** as a "non-academic department" assistantship, the PAF must be approved by the following:
1. The PAF is completed and signed by the Graduate Coordinator or other appropriate individual representing the academic unit to whom the assistantship budget was awarded. If a "new" hire, the offer letter is attached. 2. Department Head (Required for the College of ENGR only.) 3. Dean of the Graduate School 4. The Graduate School then distributes the approved PAF to HR, Payroll, and the individual who submitted the PAF. Business Services is notified of tuition waivers.	1. The PAF is completed and signed by the faculty/researcher/PI. If a "new" hire, the offer letter is attached. 2. Department Head/Director 3. Academic Dean 4. Budgetary Authority (SPFAC for R Accounts/VP Administration and Finance for G Accounts) 5. Vice President for Research (Required for Research Centers only.) 6. Dean of the Graduate School (for eligibility/registration clearance and receipt of offer letter only) 7. The Graduate School then distributes approved PAF to HR, Payroll, and the individual who submitted the PAF. Business Services is notified of tuition waivers.	1. The PAF is completed and signed by the appropriate individual representing the non-academic unit to which the assistantship position was awarded. If a "new" hire, the offer letter is attached. 2. Department Head/Director, if applicable 3. Academic Dean, if applicable 4. Vice President (if different from the VP for Administration/Finance) 5. Dean of the Graduate School (for eligibility/registration clearance and receipt of offer letter only) 6. Vice President for Administration and Finance 7. The VP Administration/Finance Office then distributes approved PAF to Graduate School, HR, Payroll, and the individual who submitted the PAF. Business Services is notified of tuition waivers.