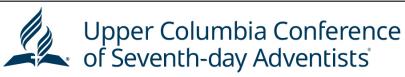
Revised 10/2019



PERSONNEL ACTION REQUEST (PAR) FORM

	For UCC Office Use Only
Employee's Legal Name:	Job ID #:
NEW HIRE REHIRE ADDITIONAL CHANGE - Circle Below: Pay/Hours/Other: TERMIN	NATION LEAVE OF ABSENCE
ECEC: 30+ hrs/week Part-Time: 20-29 hrs/week	tudent of your School On-Call Must be working under 3 months
Effective Date ² : Job Title:	D. D.
Date Voted by Local Board: Work Location:	Pay Rates
Hours/Week or FTE: Name of Supervisor:	☐Hourly: ☐Salary:
Scheduled work days (circle) Su M Tu W Th F Sa Scheduled work hours:	OR;
For Termination ¹ /Leave of Absence Only: ¹ Terminations may be subject to vacation payout and/or a Settlement Agreement	Substitute Teacher Rates
Resignation (attach letter) Layoff/Reduction-In Force Dismissal Retirement ³	Certificated - Copy of Certificate Required
Other:	□Non-Certificated
² Pay changes should have an effective date of the 16th of the month for hourly and the 1st of the month for salaried. ³ Retirements may be subject a Retirement Allowance Payout.	
Comments:	
I understand that in addition to the wages, there are other employment expenses. HR assumes no responsibility for Authorized Representative:	budget calculations.
TO BE COMPLETED BY HUMAN RESOURCES: Qualifies for: Retirement Sick Leave Vacation Travel: Life LTD Parsonage Auto COLA: Lave Vacation	on Medical No Benefits Tuition Asst
pplication: ☐ App ☐ Teacher App <u>BC/Authorization:</u> ☐ AR1 ☐ AR2 ☐ BC OR; ☐ Pare	ent Auth
· · · · · · · · · · · · · · · · · · ·	4 - FED
— Subject of microst — Driver's Questionnaire — Deadw	ance Questionnaire
<i>lew Hire Corr</i> : ☐ New Employee Information and Notices Email ☐ New Employee UCC Account Info. Email ☐ Benefits E	Email
Term Corr: ☐ Term Benefit Letter Service Record: ☐ Original Requested	
HR Payroll Bswift Service Record Comments:	

Human Resources Director (signature)