

Research Personnel Action Request (RPAR)

For positions fully funded by Research or IDC funds.



I. Department Request	PAR Originator:	RPAR #
A Department:	Date:	
B Requested Action:	Reason:	
C Incumbent Name (if applicable):	PIN (if applicable):	
D Current Job Profile Name and Job Code (if applicable):	Current Annual Salary (if PIN is filled):	
E New Job Profile Name and Job Code (if reclassifying or creating a new position):	Pay Grade & Grade Minimum Annual Salary:	
F Maximum Requested Annual Salary (must be reflected in Section J):	Percent Increase (if PIN is filled):	
G Direct Supervisor:		
H Detailed Description/Justification of Need: Please include area(s) of focus, relevance to organizational priorities and strategic goals, 3-5 primary roles/responsibilities, etc. Attach additional pages as needed.		
I Does this position have a professional reason to be in a lab utilizing hazardous materials or equipment? If yes, position description must include the following statement: <i>Employee has a professional reason to be in a lab utilizing hazardous materials or equipment.</i>		

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K.	Funding:	PIN(s)	Account(s)	Amount(s)
	Using budgeted PIN(s):			
	Using dept funds:			
	Need central funding:			

II. Email RPAR and supporting documents (if any) to Patty Gonzales (Director of Research Operations) to route for approval.

The Research Office has reviewed for funding purposes. The costing allocation below should be entered in Workday for this action:

III. Approvals:

A.		Comment:
	Supervisor Signature	
B.		Comment:
	Department Head Signature	
C.		Comment:
	AVP for Research Signature	
D.	Comp & Class approval required?	Comment:
	Director HR Initials	
E.		Comment:
	Director HR Signature (Final Approval)	