

EASTERN ILLINOIS UNIVERSITY  
Personnel Authorization Request (PAR)  
Establish and/or Fill a Position

**CHECK ALL THAT APPLY**

Fiscal Year \_\_\_\_\_

Establish a New Position \_\_\_\_\_ Previous Employee's Name \_\_\_\_\_  
Replace an Existing Position \_\_\_\_\_ Replacement Employee's Name (if known) \_\_\_\_\_

\_\_\_\_\_ Permanent \_\_\_\_\_ Faculty Full-time \_\_\_\_\_ 100%  
\_\_\_\_\_ Temporary \_\_\_\_\_ Acad. Support Prof. (ASP) Part-time \_\_\_\_\_ %  
\_\_\_\_\_ Administrative & Professional (A&P)  
\_\_\_\_\_ Civil Service

Position Title \_\_\_\_\_ Pos. Class (NBAPOSN) \_\_\_\_\_  
Position Number \_\_\_\_\_  
Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
(Write "on-going" if the position has no scheduled end date)

Months of Employment Per Year \_\_\_\_\_ Job: FTE \$ \_\_\_\_\_  
Hourly Rate \$ \_\_\_\_\_ / hour Monthly Assign. Salary \$ \_\_\_\_\_ / month

Time sheet Organization \_\_\_\_\_ %  
(if different from Budget Org.) (Organization Name) (Org. #) % of time working

Budget Organization \_\_\_\_\_ %  
(Organization Name) (Org. #) % of appt.

\_\_\_\_\_ %  
(Organization Name) (Org. #) % of appt.

\_\_\_\_\_ %  
(Organization Name) (Org. #) % of appt.

This employee will need Banner access to:  
\_\_\_\_\_ Same as previous employee above  
\_\_\_\_\_ Manage department budgets (If not the same as previous employee, attach a list of org codes)  
\_\_\_\_\_ Enter time for the department (If not the same as previous employee, attach a list of org codes)  
\_\_\_\_\_ Serve as an Academic Advisor  
\_\_\_\_\_ Manage Grants  
\_\_\_\_\_ Other types of access \_\_\_\_\_  
Contact Banner Security manager at 581-7604 with any questions.

Supervisor Name \_\_\_\_\_  
Approvals: (please print and sign name)  
Financial Manager of Budget Org. \_\_\_\_\_ Date: \_\_\_\_\_  
Dean/Director \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President \_\_\_\_\_ Date: \_\_\_\_\_  
President \_\_\_\_\_ Date: \_\_\_\_\_  
(For new positions or for filling administrative (A&P) positions)

Employment Office Use Only: Previously Employed \_\_\_\_\_ Yes \_\_\_\_\_ No