

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 Org: (if different from Budget Org.)	_____	_____	_____ %
	(Organization Name)	(Org. #)	% of time working
Budget Organization	_____	_____	_____ %
	(Organization Name)	(Org. #)	% of appointment
<b>Position Location</b> Bldg: _____ Room# _____ Phone#: _____	_____	_____	_____ %
	(Organization Name)	(Org. #)	% of appointment
	_____	_____	_____ %
	(Organization Name)	(Org. #)	% of appointment

**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 581-1904 with any questions

**Supervisor Name:** \_\_\_\_\_

**Approvals:** (Please print and sign name)

Financial Manager of Budget Org.	_____	Date: _____
	Print	Signature
Dean/Director	_____	Date: _____
	Print	Signature
Vice President	_____	Date: _____
	Print	Signature
President	_____	Date: _____

(For new positions or for filling administrative (A&P) positions)

Official Use Only: Previously Employed \_\_\_\_\_ Yes \_\_\_\_\_ No