

EASTERN ILLINOIS UNIVERSITY  
 Personnel Authorization Request (PAR)  
 Revise a Civil Service Position

Employee Name (if position is filled) \_\_\_\_\_ Fiscal Year \_\_\_\_\_  
 Current Position Title \_\_\_\_\_ Current Work Org. \_\_\_\_\_  
 Current Position Number \_\_\_\_\_ Current Budget Organization \_\_\_\_\_  
 Current Appointment Percentage \_\_\_\_\_%

Complete one of the sections below:

- This section to be completed by Human Resources Department -

New Position Title \_\_\_\_\_ New Position Class (NBAPOSN) \_\_\_\_\_  
 New Rate \_\_\_\_\_ FTE \_\_\_\_\_ **Effective Date** \_\_\_\_\_  
 Current Year Cost \_\_\_\_\_ Annualized Cost \_\_\_\_\_  
 Approved by Director of Human Resources \_\_\_\_\_

Change in Work or Budget Organization, Appointment percentage, or Funding Source

|  |                           |                |                              |
|--|---------------------------|----------------|------------------------------|
| New Work Organization<br>(if different from Budget Org.) | _____ (Organization Name) | _____ (Org. #) | _____ %<br>% of time working |
| New Budget Organization                                  | _____ (Organization Name) | _____ (Org. #) | _____ %<br>% of budget       |
|  | _____ (Organization Name) | _____ (Org. #) | _____ %<br>% of budget       |
|  | _____ (Organization Name) | _____ (Org. #) | _____ %<br>% of budget       |

**Effective Date** \_\_\_\_\_

Change in Position (including employee group and position)

New Position Title \_\_\_\_\_ New Position Class (NBAPOSN) \_\_\_\_\_  
 New Position Number (entered by Human Resources if a change is necessary) \_\_\_\_\_  
 New Rate (if there is a change) \_\_\_\_\_ **Effective Date** \_\_\_\_\_  
 Reason \_\_\_\_\_

Stipend

Amount \$ \_\_\_\_\_  
 Beginning (effective) Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
 Reason \_\_\_\_\_

Non-Regular Salary/Equity/Market Increases

Hourly Increase \$ \_\_\_\_\_ / hour or Monthly Increase \$ \_\_\_\_\_ / month  
 Effective Date \_\_\_\_\_

Approvals:

Fiscal Agent of Budget Org. \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director \_\_\_\_\_ Date: \_\_\_\_\_

Vice President \_\_\_\_\_ Date: \_\_\_\_\_  
 (Required for all changes on this form)

President \_\_\_\_\_ Date: \_\_\_\_\_  
 (Required for a new position, to give a non-regular salary increase, and for changes to VP positions)