**Personnel Recommendation (PR) Form Instructions**

The purpose of the PR form is to process and initiate personnel transactions for Classified, Faculty and Non-Classified employees. Personnel transactions include, but are not limited to: new appointments, reappointments, special leave situations, resignations, dismissals, retirement, end of contract appointments, transfers, position title changes, salary changes, reclassifications and budget changes. The following information will assist you with filling out the PR form.

**Employee Name Section:**

1. **Prepared by and Extension:** The individual preparing the PR form is to enter *his/her name* and extension or contact number. We need this information to know who to contact with questions about the form.
2. **Employee Name and Prepared Date:** Enter the employee’s name as it appears on his/her social security card. Enter the date the PR form was prepared.
3. **Banner ID or Bengal ID:** Enter the employee’s Banner ID or Bengal ID. SSN should not be used on the PR form.
4. **Campus Work Address, City Work Location, and State Work Location:** Enter the employee’s primary physical work location and mail stop. City and State work location should also be tied to the employees primary work location.
5. **Home Address:** Enter the employee’s home or mailing address.
6. **Forwarding Address:** Enter the employee’s forwarding address, should it differ from the address on file, when he/she is separating employment.

**Action/Employee/Appointment Section:**

1. ***Action*:** Indicate the employment action by checking the appropriate box: “New Appointment”, “Re-Appointment”, “Leave”, “Other”, “Resignation”, “Dismissal”, “Retirement”, or “End of Contract/Appointment”.
2. For **“New Appointment(s)”**, indicate who he/she will be replacing, if applicable. There may be some situations where there isn’t a former incumbent such as new positions or positions that have been vacant for a long period of time.
3. **“Reappointment”** should be selected when an employee has worked for ISU in the past in a benefited capacity.
4. The **“Leave Without Pay”** box should be checked for approved leave without pay situations. All other approved paid leave situations, such as sabbaticals or professional leave, should be noted in Other action with an explanation.
5. The **“Other”** box is used for a variety of employment transactions such as transfers, budget labor distribution changes, salary changes, position title changes and any other employment transactions not listed. Specify the appropriate employment transaction. Sabbatical and professional leave situations should be noted here. Provide additional leave details (such as half or full sabbatical pay in addition to the semesters the leave will take place) by entering information in the “Remarks Section”). Return from leave (paid or unpaid should be listed under the other category with an explanation in the Remarks section.
6. If the employee is separating from employment, select the most appropriate reason listed ( **“Resignation”, “Dismissal”, “Retirement”,** or **“End of Contract/Appointment”)** and enter his/her last day worked.
7. ***Type of Employee:*** Check the box for the appropriate employee type: **“Classified”, “Faculty Non-Tenure Track”, “Faculty Tenure Track”, “Non-Classified** or **“Other”**. If the employee type is “Other” please indicate the employee type in the remarks section of the form.
8. ***Appointment Type:***Check the box for the appropriate appointment type: **“Regular Appointment”** or **“Temporary Benefitted Appointment”**. If the Appointment Type is “Temporary Appointment”, record the employment end date.

**Current/Proposed New Appointment Section:**

The “Current Appointment” section is used to record the employee’s current employment information prior to actions being proposed. Proposed changes are then recorded in the “Proposed New Appointment” section. Therefore both sections need filled out for current employee changes with exception of terminations. For terminations, only the “Current Appointment” section is to be filled out. For new hires, only the “Proposed New Appointment” section is to be filled out. Complete all applicable areas.

***Current Appointment***

1. Enter the employee’s current department name, position title, the date the current appointment ends, the employee’s current Position Control Number (PCN) and the current Full Time Equivalent (FTE).
2. If the action is effective anytime other than the fiscal year contract dates, the contract dates should reflect the effective date through the end of the fiscal year contract dates for that classification, otherwise enter the appropriate contract dates for non-classified, faculty non-tenure track and tenure track appointments (contract dates are not required for classified employees). Current contract dates can be found on the Payroll website: <http://www.isu.edu/finserv/payroll.shtml>
3. If the action is effective anytime other than the fiscal year pay period dates, the pay period dates should reflect the pay period that includes the effective date through the end of the fiscal year pay period dates for that classification, otherwise enter current fiscal year pay period beginning and ending dates and pay check beginning and ending dates. Curre nt pay period and pay check end dates can be found on the Payroll website: <http://www.isu.edu/finserv/payroll.shtml>
4. Check the appropriate appointment months the employee will work per year for this assignment: “12 month”, “9 month” or “Other”. If “Other” is marked, indicate how many months per year the employee will be working.
5. Enter the employee’s current annual, bi-weekly and hourly salary information. Note: record the annual salary (prorating the annual salary is not necessary).
6. Enter the time approver’s name and/or T Org.
7. Enter the index number, amount and percent of the budget/s to be charged.

***Proposed New Appointment***

1. Enter the new hire or current employee’s proposed department name, position title, the date the appointment begins or the effective date of proposed changes, the employee’s new PCN and the new FTE, if applicable. If you are renewing a temporary position and continuing the appointment enter the same PCN. For new temporary appointments, record the word “TEMP” in the PCN section. The Office of Human Resources will assign the temporary PCN.
2. Enter proposed contract dates for non-classified, faculty non-tenure track and tenure track appointments (no contract dates need entered for classified employees). Contract dates can be found on the Payroll website: <http://www.isu.edu/finserv/payroll.shtml>
3. Enter proposed fiscal year pay period beginning and ending dates and proposed pay check beginning and ending dates. Pay period and pay check end dates can be found on the Payroll website: <http://www.isu.edu/finserv/payroll.shtml>
4. Check the appropriate appointment months the employee will work per year: “12 month”, “9 month” or “Other”. If “Other” is marked, indicate how many months per year the employee will be working.
5. Enter the employee’s proposed annual, bi-weekly and hourly salary information. Note: record the annual salary (prorating the annual salary is not necessary).
6. Enter the time approver’s name and/or T Org.
7. Enter the index number, amount and percent of the budget(s) to be charged.
8. Principle Investigator (PI) initials are required for indexes with research/grant based funds.

**Remarks Section**

1. Enter remarks to explain special employment terms. Many special employment terms need printed on the faculty non-tenured, faculty tenured and non-classified employment contracts; Examples: temporary contracts, emergency hires, limited service appointment, employment contingent upon funding sources such as grants and contracts and terminal year contracts etc.
2. Enter employment types such as Graduate Assistants and Residents.
3. Enter remarks to explain tenure information, stipend information, the anticipated return date from approved leave and/or any other vital information.
4. Details regarding the Faculty appointment should be added here.
* Note if the new faculty member is being appointed with Tenure.
* Provide information on tenure splits that may be offered through more than one department.
* Identify whether the faculty appointment is Regular, Clinical, Research, Library or Administrative.
* Specify and administrative stipend and/or additional months that may be added for performing in an administrative role.

**Authorizing Signatures Section**

1. Department Chair
2. Dean or Director
3. University Business Officer and
4. Signature Authority: President, Vice President or other direct report to the President (The Provost/Vice President for Academic Affairs is the appropriate signature for all faculty appointments as well as colleges/units that report to Academic Affairs).