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Step Six – Personal Action Request Form (PARF) and Offer Letter

1. Once the background check is clear, the Hiring Manager is to complete a PARF and send to the Operations Manager in the Office of the Provost. The Operations Manager will then obtain the signature of the Provost and will forward to the Office of Budget and Planning (OBP) for processing.
2. The OBP sends the completed PARF to Human Resources with a copy to the Operations Manager for final processing.
3. No offer letter is issued to a part-time faculty member.
4. The Hiring Manager (Department Chair) will issue the part-time contract.
5. The Hiring Manager informs the candidate that official transcripts are needed prior to the first day of employment.

Step Seven – Onboarding

1. Once Human Resources receives the completed PARF, they will send out the “Welcome New Hire” email which includes the online orientation material.
2. Human Resources will create the new employee’s email, and will send the new hire email activation instructions.
3. Human Resources will notify the Hiring Manager to give the new hire access to position specific folders/software (banner, dware, campus logic, etc.).

Reminder: in order to stay in compliant, **I-9’s must be completed no later than the first day of employment.**