

PAR Approval Overview and Required Documentation

Types of HR Transactions	Unit Approval*	Require UMOR approval? *	Require UHR approval? *	Supporting Documents Requested?		NOTES/Supporting Documentation
Existing Regular Staff Appointment				YES	NO	
Supervisor changes	X				X	
Payrate changes (due to Reclass or Equity review)	X	X	X - if change in FLSA status	X		Approval from UMOR
Promotion/change in market title	X	X	X - if change in FLSA status	X		Approval from UMOR
Change in working title	X	X			X	Comment in PAR
Additional Pay	X	X		X		Approval from UMOR
Unpaid Leaves of Absence	X	X	X	X		Request for Leave of Absence - Form 36609
Reduction in Force (RIF)	X	X	X	X		RIF notification letter; UHR approval if 10+ service years
Change in total effort/appointment percentage	X	X			X	Comment in PAR
Extension of term limited appointment	X	X		X		Appointment extension notification letter
Involuntary Furlough or reduction in hours	X	X	X	X		Notification letter
Terminations	X	X	X - if involuntary	X		Resignation letter or disciplinary termination if involuntary
Existing Appointment Funding Change						
Salary Distribution Changes	X				X	comment requested in PAR
Faculty Administrative Appointment (typically for AVPs or Directors)						
New appointment	X	X		X		Offer letter
Summer Salary	X	X			X	
Administrative Differential	X	X		X		Offer letter
Terminations	X	X			X	if not term-limited, attach resignation letter
Research Faculty						
New Appointments	X	X		X		Offer letter
Appointment Extensions	X	X		X		Appointment renewal letter
Terminations	X	X			X	if not term-limited, attach resignation letter
Reduction in Force (RIF)	X	X		X		RIF notification letter; AHR approval
Term Limited Appointments, Temp Appointments						
Temporary NON-STUDENT Appointment extension	X	X		X		Appointments are limited to 12 months; approval from UMOR HR
Temporary Appointment changes	X				X	
Terminations	X				X	
Work-study appointment & extensions	X	X			X	
Temporary student appointments & extensions	X	X			X	

*SEE PAR APPROVAL MATRIX FOR DETAILS on approval process

JOINT APPOINTMENTS NEED TO BE ROUTED THROUGH ALL UNITS! **UMOR APPROVES FIRST**

Questions may be directed to UMOR HR: UMOR.HR.Team@umich.edu