



Degree Incentive

Office of Human Resources

Personnel Action Request

NOTE: After attaching this PARF in the PeopleAdmin system, please attach the *Guidelines for Degree or Certification* form, as well as official verification of degree conferment or certification completion under the *Supplemental Documentation* area.

ID Number: T _____

Last Name: _____

First Name: _____

Middle: _____

Title: _____

ESP Position #: _____ **Contact Budget Office if you do not have an Extra Service Pay (ESP) Position number.*

Department _____

Current Status:

Check one: _____ full-time _____ part-time _____ %

Annual Salary: _____

Fund _____ Org _____ Acct _____ Program _____

Degree Earned: _____

Institution: _____

State: ____

Effective Date: _____

Special Conditions:

Name of person initiating request: _____

PEOPLEADMIN ROUTING

Requestor to Department Head to Dean to VP/Provost to Title III* to Grants* to Budget to Human Resources to EDC

- 1. Complete form and save to your drive/network folder.
- 2. Begin new PARF action in PeopleAdmin
- 3. Attach completed form to PARF action.
- 4. Track action to make sure routing does not stall.