

# PAR

## Add a Concurrent Job

**Purpose:** This is an EMPLOYEE PAR–Use to request an additional hourly or salaried assignment to an existing employee. If this additional assignment is for a short period of time, be sure to indicate the assignment end date in the appropriate field.

**Navigation:** *Workforce Administration* → *Personnel Action Request* → *Add a New Value*

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### Header Fields

**PAR ID** - Defaults to an auto-assigned number when the PAR is saved.

**Status** - The PAR can be saved as *Draft* or *Initial Request*.

**Orig Req** - Defaults to the date/time the original requestor approves the PAR.

**Submit** - Defaults to date/time of the creation of the PAR.

**Empl Grp** - Use the drop-down menu to select Classified or Certificated options.

**Empl Dept** - Enter the Empl Dept, or use the magnifying glass to select the Empl Dept of the requesting site.

**Original Requestor** - Enter the EmplID, or use the magnifying glass to choose the name of the Administrator who is requesting the PAR.

**Submitted By** - Defaults to the name of the person entering the PAR.

**PAR Source ID** - Enter the Fill Vacancy PAR ID number.

**Final Approver** - Defaults to the SD\_H\_HR\_PAR\_ROUTER. If over allocated, defaults to SD\_H\_HR\_BUDGET.

**Contact Name** - The name of the person at the site who should be contacted if HR needs further information.

**Contact Phone/Extension** - The phone number of the person at the site who should be contacted if HR needs further information. Enter extension number if necessary.

**Site Fax** - Enter fax number if necessary for communication with HR.

**Effective Date** - Enter the date the concurrent job should take effect.

**EmplID** - Enter the EmplID, or use the magnifying glass to find the employee ID for the person who will hold the concurrent job.

**Action** - Use the drop-down menu to select a valid action. Use the chart on the back to determine the valid actions associated with adding a concurrent job.

**Reason** - Use the magnifying glass to search for a valid reason. Use the chart on the back to determine the valid reasons associated with adding a concurrent job.

**Temp Assign End Date - End date is required for hourly assignments.** Indicate the ending date for this temporary assignment. Requests to the site for this data will significantly slow the processing time.

**Reason for Hourly Assignment** - Choose a reason for this temporary hourly assignment.

**Position** - Enter the position number, or use the magnifying glass. **(Position number must be on the Allocation Status Report or active as of the effective date on the PAR.)**

**Department** - Defaults to the department that corresponds to the position number entered.

**Location** - Defaults to the location code that corresponds to the position number entered.

**Job Code** - Defaults to the job code that corresponds to the position number entered.

**Classified Indicator** - Defaults to the classification that corresponds to the position number entered.

| Position                       | Dept                               | Location                           | Job Code                   | Rcd# | FTE      | Pay Group | TL Calendar               |
|--------------------------------|------------------------------------|------------------------------------|----------------------------|------|----------|-----------|---------------------------|
| 10009368 Regular Teacher       | 5998 Unassigned Labor Pool         | 5998A Unassigned Labor Pool        | 2000 Regular Teacher       | 0    | 0.000000 | BBG       | 5998000000011360102010000 |
| 10009447 Subst Tchr Day-To-Day | 5998 Unassigned Labor Pool         | 5998A Unassigned Labor Pool        | 2940 Subst Tchr Day-To-Day | 1    | 0.000000 | CHR       | 5998000100011620102010000 |
| 10008235 Regular Teacher-Hrly  | 5547 Teacher Preparation & Support | 5547A Institute Support & Prof Dev | 2900 Regular Teacher-Hrly  | 2    | 0.000000 | CHR       | 5547728000019550702010000 |

**Combo Code (Budget Number)** - Defaults to the combo code that corresponds to the position number entered.

**FTE** - Enter the Full-Time Equivalency number here, i.e., for a full-time position, the FTE=1.0, for a half-time position, the FTE=.5. For hourly positions, FTE=0.0.

**Over-alloc EmplID (Required if position is overallocated)** Enter the EmplID of the employee that is vacating the position.

**Reason for Overallocation (Required if position is overallocated)** Select the reason that the position will be temporarily overallocated.

**Job Share** - Check this box if this is a job share position.

**Job Share EmplID** - Enter the EmplID, or use the magnifying glass to search for the employee ID of the person who will share this position.

**TL Calendar (Required if FTE > 0.0)** For a salaried position, use the magnifying glass to search for the appropriate pay calendar. Hourly employees **do not** have a pay calendar.

**Differential/Spec Comp Info** - Use the magnifying glass to search for the comp rate code if this position qualifies for a pay differential, i.e., bilingual, certified special comps, or stipends.

**Comment History** - This field is used for viewing comments relating to the PAR once they have been added in the Add a new comment field. You cannot edit this field.

**Add a new comment** - To enter comments, click in the Add a new comment field, type in your comments, then click save. Once you have saved the PAR, the comments are not editable. You can add comments at any time. In addition, use this field to provide additional information to support the hourly assignment, such as reason, length of time, and duties. Requests to the site for this data will significantly slow the processing time.

Red = Required Fields

## Notes

- Remember to complete the Job Share and Job Share EmplID fields when placing an employee in a job sharing position, such as when one position is shared between two employees.
- Remember to complete the Differential/Spec Comp Info when hiring an individual into a position that requires an additive (multiple component of pay) such as shift, bilingual or hazard additives. An example of a shift multiple component of pay is a position that requires a position to work either before 8am or after 6pm.
- Remember to use the TL Calendar when adding a concurrent salaried position.
- Remember to use the Comment section to provide additional information to support the hourly assignment, such as reason, length of time and duties.
- If no position is allocated, you must complete the *Request a New Position* PAR.
- Can use for noon duty assistants.
- For EDR--Extended Day Reading and EDM--Extended Day Math.

## Actions and Reasons

| <i>Action</i>  | <i>Reason</i> | <i>Description</i>         |
|----------------|---------------|----------------------------|
| Additional Job | ADL           | Additional Job             |
| Additional Job | FPO           | For Payment Only           |
| Additional Job | HRP           | Short-term Project         |
| Additional Job | HRR           | Sub for Vacant Position    |
| Additional Job | HRS           | Sub for Absent Employee    |
| Additional Job | MAK           | Make-Up Days               |
| Additional Job | SSI           | Summer School/Intersession |
| Additional Job | TIH           | Temporary Increase Hrs     |