

PAR Assignment Change

Purpose: This is an EMPLOYEE PAR–Use to Transfer or Promote an existing employee into a new department, location or job class, to increase the FTE of an employee’s assignment at the site, to promote an employee temporarily (full-range TOC), and to extend an hourly short-term assignment. This can also be used to notify HR of a voluntary demotion (reduction in hours or different classification) but does not replace the need for the form that is signed by the employee. In addition, this is to be used to return an employee from an *unpaid* leave of absence.

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

July 2007

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, or Change Attributes 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 assignment change should take effect.

EmplID - Enter the EmplID, or use the magnifying glass to find the employee ID for the person who will have the assignment change.

Action - Use the drop-down menu to select a valid action. Use the chart on the back to determine the valid actions associated with assignment change.

Reason - Use the magnifying glass to search for a valid reason. Use the chart on the back to determine the valid reasons associated with an assignment change.

TOC - Check this box if the Assignment Change is Temporary Out of Class.

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.

Current and Future Position(s) - Check the box of the employee’s current or future position(s) that will be changed or replaced by this PAR. At least **one** must be checked.

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

Job Share EmplID - Use the magnifying glass to search for the employee ID of the person who will share this position.

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

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

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

The screenshot displays the 'Assignment Change' form with several sections:

- PAR ID:** PAR Search
- Empl Grp:** Certificated
- PAR Source ID:** [Empty]
- Final Approver:** SD_H_HR_PAR_ROUTER
- Status:** 1-Initial Request
- Empl Dept:** 0000
- Get Source PAR:** [Button]
- *Contact Name:** Jane Doe
- Orig Req:** [Empty]
- *Original Requestor:** 999999 Jones, Jenny
- *Contact Phone:** 619/123-4567
- Ext:** [Empty]
- Submit:** 06/21/06 9:02AM
- Submitted By:** Doe, Jane
- Site FAX:** [Empty]
- Effective Date:** 06/01/2006
- EmplID:** 123456
- Action:** Transfer
- Reason:** ASC Assignment Change
- Temp Assign End Date:** [Empty]
- Reason for Hourly/TOC Assignment:** [Empty]
- Current and Future Position(s):**
 - Position: 10017578 Elementary Counselor Rcd#: 0 FTE: 1.000000 Pay Group: C12
 - Dept: 0150 Herbert Ibarra Elementary TL Calendar: C10 Y187 Empl Class: PER
 - Location: 0150A Herbert Ibarra Elementary Combo Code: 0150739430015011602010000
 - Job Code: 2610 Elementary Counselor Comp Rate Codes: NAANNL
- Position: 10019601 S/I Regular Teacher Rcd#: 3 FTE: 0.000000 Pay Group: CSI
- Dept: 3713 Mann Middle Sch of Expedition TL Calendar: [Empty] Empl Class: HRL
- Location: 3713A Mann Middle Sch of Expedition Combo Code: 3713301050011570102010180
- Job Code: 2904 S/I Regular Teacher Comp Rate Codes: NAHRLY

- Enter New Information:**
- Job Share: [Checked]
- Job Share EmplID: [Empty]
- For HR Use Only: Sal Plan: [Empty] Grade: [Empty] Step: [Empty]
- Enter Position(s) and FTE(s):**
- Position: 10006671 Regular Teacher FTE: 1.000000
- DeptID: 0357 Serra High Max FTE: 39.671
- Location: 0357A Serra High Class Indc: Salaried Position
- Job Code: 2000 Regular Teacher Combo Code: 0357000100011070102010000
- Reason for Overallocation: [Empty]
- Over-alloc EmplID: [Empty]
- TL Calendar: C10 Y187A CertYR/Trad 10 Mo 187 Opt A
- Differential/Spec Comp Info:** [Empty]
- Comment History:** [Empty]
- Add a new comment:** [Text Area]

Red = Required Fields

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

Differential/Spec Comp Info - Use the magnifying glass to search for the comp rate code if this position qualifies for a pay differential.

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.

Max FTE - Defaults to the maximum FTE allowed for the position.

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

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

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

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

TL Calendar - Required if FTE>0.0 For a salaried position, use the magnifying glass to search for the appropriate pay calendar.

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 or TOC assignment, such as reason, length of time, and duties. Requests to the site for this data will significantly slow the processing time.

Notes

- Running the Allocations Status Report can help you identify assignment changes that need to be made to transfer employees out of overallocated or inactive positions.
- You must select at least one current and future position to be impacted by the change requested on this PAR
- 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 making an assignment change for 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 Comment section for any specific details pertaining to the assignment change. For example, enter information to support the hourly or TOC assignment, such as reason, length of time, and duties.
- If this is a Voluntary Demotion, be sure to check the box indicated on the first page.
- Use this for changing a position number and combo code (budget number) for a specific employee. If no new position number exists but you have the combo code (budget number), you must do a *Request a New Postition* PAR, wait for it to be completed, then do the *Assignment Change* PAR.
- Used to hire substitutes from hourly (5998H) to a salaried position.
- Remember to provide the appropriate paperwork in the case of a voluntary deduction or voluntary reduction in hours/work year.

Actions and Reasons

<i>Action</i>	<i>Reason</i>	<i>Description</i>
Data Change	CAI	Correct Assignment Information
Data Change	CCR	Charter Contract Renewal
Data Change	CDP	Correction - Department
Data Change	CED	Correction Effective Date
Data Change	CNT	Contract
Data Change	CUC	Correction - Union Code
Data Change	CWP	Correction Work Period
Data Change	DCF	Decrease Certificated FTE
Data Change	DCL	Decrease Classified FTE
Data Change	EXT	Extend Temporary Assignment
Data Change	ICF	Increase Certificated FTE
Data Change	ICL	Increase Classified FTE
Data Change	JRC	Job Reclassification
Data Change	JSN	Returning/New Job Share
Data Change	LOC	Location Correction
Data Change	RTR	Retirement Plan Elig Change
Data Change	STC	Status Change
Data Change	TLC	Update Time and Labor Calendar
Data Change	ULD	Update Location or Dept.
Data Change	WYC	Work Year Change
Demotion	USP	Unsatisfactory Performance
Demotion	VOL	Voluntary Demotion
Job Reclassification	JRC	Job Reclassification
Promotion	APT	Appointment
Promotion	PRO	Promotion
Promotion	SGA	Salary Grade Advance
Promotion	TOC	Promotion/Temporary TOC
Return From Leave	LCL	Leave Canceled
Return From Leave	RFL	Return From Leave
Temporary Assignment	TAS	Temporary Assignment
Transfer	ASC	Assignment Change
Transfer	EER	Employee Request
Transfer	ETP	End Temporary Out of Class
Transfer	HTM	Hourly to Monthly
Transfer	INT	Internal Recruitment
Transfer	PBD	Transfer Post and Bid
Transfer	ROR	Reorganization
Transfer	STH	Salaried to Hourly
Transfer	TOC	Temporary Out of Class
Transfer	TTY	Traditional to Year-Round
Transfer	VTT	Visiting Teacher to Reg Tchr
Transfer	YTT	Year-Round to Traditional