

PAR Change Position Attributes

Purpose: This is a POSITION PAR–Use to increase the FTE of an existing position. Use to decrease the FTE of an existing position only when moving the FTE to another position (there must be a “net-zero” impact on total FTE for the site). Also used to request reclassification of an existing, vacant position; change the funding of an existing position; and change the location or department of an existing position.

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.

Final Approver - Defaults to the SD_H_HR_PAR_ROUTER.

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.

Position

Select Position to be changed.

Effective Date

Enter the date the change should take effect.

Action

Use the drop-down menu to select a valid action. Use the chart on the back to determine the valid actions associated with Changing the Position Attributes.

Reason

Use the magnifying glass to search for a valid reason. Use the chart on the back to determine the valid reasons associated with Changing a Position's Attributes.

Department

Enter the department code that corresponds to the position number entered.

Location

Enter the location code that corresponds to the position number entered.

Job Code

Enter the job code that corresponds to the position number entered.

Combination Code	FTE		
0357000000011070102010000	1.000000	+	-

Months Worked

Use the drop-down menu to select the months worked.

Position Type

Use the drop-down menu to choose the position type, Salaried or Hourly.

Additional Assignment Details

Enter additional assignment details that may help HR, i.e., specific details about why the change is being made.

Combo Code (Budget Number)

Enter the Combo Code used to fund 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, the FTE=0.0.

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. Be sure to use this section to indicate a comprehensive description of the duties to be performed. The position cannot be classified without this information. Requests to the site for this data will significantly slow the processing time. **Please note that other steps may be required and approvals obtained prior to HR/Budget approval.**

Red = Required Fields

Notes

- Running the Allocations Status Report can help you identify overallocated positions that may require attribute changes.
- Don't forget to use Additional Assignment Details to highlight any specific details about the change being made.
- Don't forget to use the Comment sections to highlight any additional information regarding the change, such as why the funding code is being increased or decreased.
- Any changes made via this PAR will flow down to the actual employee ONLY in the event of a funding change—all other changes requested on this PAR will require a corresponding PERSON PAR to initiate changes to the affected employee(s).

Actions and Reasons

<i>Action</i>	<i>Reason</i>	<i>Description</i>
Earnings Distribution Change	ACC	Account Code Change (Combo Code)
Position Change	DCF	Decrease Certificated FTE
Position Change	DCL	Decrease Classified FTE-Budget
Position Change	ICF	Increase Certificated FTE
Position Change	ICL	Increase Classified FTE
Position Change	INA	Position Inactivated
Position Change	JRC	Job Re-Classification
Position Change	JSH	Job Sharing
Position Change	NEW	New Position
Position Change	REO	Re-Organization/Restructure
Position Change	RFC	Return to Former Class-Layoff
Position Change	STA	Position Status Change
Position Change	TTL	Title Change
Position Change	UPD	Position Data Update
Position Change	XFR	Transfer