

# PAR Fill a Vacant Position

**Purpose:** This is a POSITION PAR–Use to request a vacant Salaried or Hourly position be recruited and filled by HR. This PAR is sent to HR to notify the recruitment team that there is an open position the site wishes to fill. HR will then fax an eligible list back to the site.

**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 New Position 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 for communication with HR.

## Effective Date

Enter the date you would like the vacancy filled. This date may be subject to change by HR.

## 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 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.

## Max FTE

Defaults to the maximum FTE allowed for the position.

## 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.

## Work Year

Use the drop-down menu to select the work year.

## 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.

The screenshot shows the PeopleSoft interface for filling a vacant position. The top navigation bar includes 'Request Fill Vacant Position', 'Approvals', 'Position Over Allocation', and 'Employees in Position'. The main form contains several sections: 'Request Information' with fields for PAR ID (highlighted in red), Empl Grp, Empl Dept, Original Requestor, Submit, Status, PAR Source ID, Final Approver, Contact Name, Contact Phone, and Site Fax; 'Position Information' with fields for Effective Date, Position, Department, Location, Job Code, Max FTE, FTE, Work Year, Classified Indc, Combo Code, Previous Incumb, and Reason for Overallocation; 'Additional Assignment Details' with a text area for description; and 'Comment History' with a text area for comments. A red box at the bottom of the page indicates that red text in the form denotes required fields.

## Previous Incumbent

Required only when replacing an employee. Enter the EmplID, or use the magnifying glass to find the name of the employee who previously held the position. This will help HR know what attributes the previous employee had and what needs to be replaced with the new incumbent.

## Over-alloc EmplID (Required if position is overallocated)

Enter the EmplID of the employee who is vacating the position.

## Reason for Overallocation (Required if position is overallocated)

Select the reason that the position will be temporarily overallocated.

## Additional Assignment Details

Enter additional assignment details that may help HR/Budget when filling the vacant position, i.e., grade level, subject (if certificated), or language (if classified).

## Description of duties for new Classified Position

Enter a description of duties that may help HR/Budget when filling the vacant position.

## Differential/Spec Comp Info

Use the magnifying glass to search for the comp rate code if this POSITION qualifies for a pay differential. Click the **+** button to add more than one.

## 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, you cannot edit the comments, but you can add new comments at any time.

Red = Required Fields

## Notes

- Use your Allocations Status Report to determine vacancies in positions.
- Remember to complete the Additional Assignment Details section with information pertaining to specific attributes of the position (for example, if shift work is involved or if a bilingual candidate is needed).
- Remember to complete the Comp Rate Code field 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 Comment section for additional comments pertaining to the position.
- The actual selection of a person to fill the vacant position is NOT to be included on this form—the appropriate PERSON PAR must be completed and submitted once the chosen candidate has been selected

## Actions and Reasons

- There are no associated actions/reasons with this PAR.