

# PAR Hire/Rehire

**Purpose:** This is an EMPLOYEE PAR—Use to Hire an employee or Rehire a former employee. **NOTE:** Moving a substitute teacher into a contracted Regular Teacher position is a transfer and should be handled with the *Assignment Change PAR*.

**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 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 hire/rehire should take effect. This date may be subject to change, depending on fingerprint clearance.

**Action** - Use the drop-down menu to select a valid action. Use the chart on the back to determine the valid actions associated with Hire/Rehire.

**Reason** - Use the magnifying glass to search for a valid reason. Use the chart on the back to determine the valid reasons associated with a Hire/Rehire.

**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.

**Rehire EmplID** - Enter the EmplID, or use the magnifying glass to look up the employee ID for the person who is being rehired.

**New Employee** - Complete new hire's personal information. **(Required only if no current EmplID for hire/rehire.)**

**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 on the PAR.)**

**Dept ID** - Defaults to Dept ID 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.

**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.

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

**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, you cannot edit the comments, but you can add new comments at any time. In addition, use this field to provide additional information to support hourly assignments, such as reason, length of time, and duties.

Red = Required Fields

## Notes

- Remember to complete the Differential/Spec Comp Info 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 TL Calendar when hiring a candidate into a salaried position.
- Remember to use the Comment section for additional comments pertaining to the position and to note the reason for a short-term assignment.
- Note the reason for the short-term assignment and the general duties to be performed in the Comments section of the PAR to expedite processing.
- Qualified candidates must be provided and/or verified by the Human Resources Services Division (HR) PRIOR to completion of this PAR.
- Please note that either the New Hire Information box or the Rehire box must be completed—but not both. The site should first perform a look up in the Rehire box to determine if the person selected for the position has already been assigned an employee number in the system. If not, then the New Hire Information box must be completed with all requested information.
- 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.
- For Classified Salaried positions, the Site will generate an employee action PAR based on the applicant the site selected and submitted on their eligibility list.
- Summer School/Intersession hires and rehires will be submitted on a spreadsheet template provided by HR.

## Actions and Reasons

<i>Action</i>	<i>Reason</i>	<i>Description</i>
Hire	FPO	For Payment Only
Hire	HRP	Short-term Project
Hire	HRR	Sub for Vacant Position
Hire	HRS	Sub for Absent Employee
Hire	NHI	New Hire
Hire	SUS	Summer School/Intersession
Rehire	CCR	Charter Contract Renewal
Rehire	FCP	Former Cobra Participant
Rehire	FPO	For Payment Only
Rehire	INT	Internal Recruitment
Rehire	MOR	Moved from other job record
Rehire	RCC	Renew Certificated Contract
Rehire	REH	Rehire
Rehire	REL	Recall from Layoff
Rehire	RET	Rehire of Retiree
Rehire	RHH	Former Hourly Employee
Rehire	RHS	Former Salaried Employee
Rehire	RSP	Resigned Salaried Position
Rehire	SSI	Summer/Intersession