

PAR Instructions Page

Reference this page as a guide for choosing the correct PAR.

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PAR GUIDELINES

The following guidelines are intended to assist you in selecting the proper Personnel Action Request (PAR) for changes requested in the PeopleSoft system.

REQUEST A NEW POSITION PAR

This is a POSITION PAR - use this form to request a new hourly or salaried position at your site or central office department. Be sure to use the Comments section of the PAR to indicate a comprehensive description of the duties to be performed - the position cannot be classified without this information, and requests to the site for this data will significantly slow the processing time. Please note that it is your responsibility to track the progress of this PAR - when the new position number has been assigned, it will be your responsibility to complete and submit the next appropriate PAR (e.g., Request to Fill Vacant Position, Hire/Rehire, Assignment Change, Add Concurrent Job, etc.).

CHANGE POSITION ATTRIBUTES PAR

This is a POSITION PAR - use this form to:

- increase the FTE of an existing position
- 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)
- change the funding of an existing position
- change the location number of an existing position
- request that a vacant position be reclassified (use the Comments box to indicate the duties to be performed)

Please note that 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).

REQUEST TO FILL VACANT POSITION PAR

This is a POSITION PAR - use this form to request recruitment assistance for salaried vacancies (classified and certificated) or hourly vacancies (certificated only). Please note that 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.

HIRE/REHIRE PAR

This is a PERSON PAR - use this form to:

- hire or rehire someone into an hourly position (NOTE: a PAR is NOT required if the hourly person has been provided via the SAMS system).

Please note the Temporary Assignment End Date and the Reason for Hourly/TOC Assignment using the appropriate fields under the PAR header section. Also be sure to describe in detail the general duties to be performed in the Comments section of the PAR to expedite processing.

- hire or rehire someone into a salaried position (NOTE: qualified candidates must be provided and/or verified by the Human Resource 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 - not both. The site should first perform a lookup 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.

ADD A CONCURRENT JOB PAR

- This is a PERSON PAR - use this form to add an additional hourly or salaried assignment to an existing employee. If this additional assignment is for an hourly assignment, please be sure to indicate the assignment end date in the appropriate field. Also, please note the reason for the hourly assignment and the general duties to be performed in the Comments section of the PAR to expedite processing.

SALARY CHANGE PAR

This is a PERSON PAR - use this form to:

- request that a multiple component of pay (i.e., bilingual or shift differential) be added to or removed from an existing employee (use the Differential/Special Comp Info field on the PAR to indicate the nature of the component of pay). Please note the reason in the Comments section of the PAR to expedite processing.
- request a 5% Temporary Out of Class (TOC) be added to or removed from an existing salaried employee who is taking on additional higher-level duties for a short period of time. Please note the reason in the Comments section of the PAR to expedite processing.

ASSIGNMENT CHANGE PAR

This is a PERSON PAR - use this form to:

- transfer an existing employee to the site from another department or location in order to fill a vacancy within the same job classification (selected from candidate list certified by HR)
- promote an existing employee to a new job classification, whether the employee is currently at the same site or transferring from another site (selected from candidate list certified by HR)
- increase the FTE of an existing employee's assignment at the site
- extend an hourly short-term assignment
- advise HR of an employee's voluntary reduction in hours or work year within the same classification
- advise HR of an employee's voluntary demotion to a different classification
- request a Full-Range TOC for an employee who will temporarily assume the full scope of duties for a higher-level classification. Please note the reason in the Comments section of the PAR to expedite processing.

Please note that the system will require you to identify which of the current- and future-dated assignments will be impacted by the change requested on this PAR - you must choose at least one assignment. Also, in the case of a voluntary demotion or voluntary reduction in hours or workyear, the employee must sign and submit the appropriate paperwork to HR for official approval of the request for demotion/reduction.

LOA PAR

This is a PERSON PAR - use this form to advise HR that an employee intends to take a Leave of Absence (LOA). Please note that the employee must sign and submit the appropriate paperwork to HR in order to seek official approval of the request for LOA. If and only if instructed by HR, the site should complete and submit an Assignment Change PAR in order to return an employee from LOA.

TERMINATION PAR

This is a PERSON PAR - use this form to:

- notify HR that an employee intends to resign or retire
- terminate one or more of an employee's current hourly or salaried assignments, but NOT to terminate the employee's service with the district entirely

Please note that the employee must sign and submit the appropriate paperwork to HR in order for the complete termination of all assignments to be processed - this PAR replaces the advisory e-mail that sites previously sent to Payroll to announce resignations or retirements.

Please refer to the PAR Job Aids and the PeopleSoft PAR training materials for additional information.