

## **STANDARD PAR PROCESS FOR ROP ASSIGNMENTS:**

### **NEW ROP POSITION REQUEST PROCESS:**

- Sites work directly with ROP department regarding the need to create a ROP budgeted (account code) position by email or phone contact - (no change from past practice)
- ROP office generates and submits for approval the REQUEST NEW POSITION PAR FORM- (new process)
- HR workflows to Budget Analysts for processing – (no change from past practice)

### **ROP POSITION CHANGES (change attributes):**

- Sites work directly with ROP department regarding the need to change an ROP position via email or phone contact. – (no change)
- ROP office generates and submits for approval the CHANGE POSITION ATTRIBUTES PAR FORM – (new)
- HR workflows PAR to Budget Analysts for processing – (no change)

### **NEW HIRES THAT INCLUDE ROP FUNDING:**

- Sites work with ROP department, to identify new hire and the funding percentage of full assignment – (no change)
- ROP generates the HIRE/REHIRE PAR FORM for the entire assignment which often times is a combination of budgets (account codes) – (new)  
(*A position number corresponds to each account code used*)
- **PAR for the entire assignment is submitted to the site administrator** (Original Requestor drop down – select site administrator) – (new)  
Site administrator approves and submits for approval – (new)
- HR receives PAR for processing

### **CHANGES TO EMPLOYEE'S ROP ASSIGNMENT:**

- Sites work with ROP department, to identify any change in ROP assignment – (no change)
- ROP generates the CHANGE ASSIGNMENT PAR for the employee change of assignment - new
- PAR is submitted to the site administrator –(new)  
(Original Requestor drop down – select site administrator)
- Site administrator approves and submits for approval – (new)
- HR receives PAR for processing