

PAR Request a New Position

Purpose: This is a POSITION PAR–Use to inform Budget of the need to create a new hourly or salaried position that is not presently assigned to the department.

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.

Effective Date

Enter the date you would like this Position to be effective.

Job Code

Enter the Job Code to be attached to the new Position.

Department

Enter the Department code, or use the magnifying glass to select the Department that corresponds to this position.

Location

Enter the Location code, or use the magnifying glass to select the Location that corresponds to this Position.

Position Type

Use the drop-down menu to select Salaried or Hourly.

Months Worked

Use the drop-down to select the months this Position works.

School Site/Department

Use the drop-down menu to select the type of site/department this Position represents.

Summer/Intersession

Use the drop-down box to select Summer or Intersession.

Special Comp Required?

Check this box if special compensation is required.

Temporary

Check this box if the Position is temporary.

Temp Date

If this is a temporary Position, enter the end date of the Position.

PeopleSoft
Request New Position | Approvals

PAR ID: PAR Search *Empl Grp: Classified Final Approver: SD_H_HR_PAR_ROUTER
Status: 1-Initial Request *Empl Dept: 0324 *Contact Name: Jane Doe
Orig Req: *Original Requestor: 665544 Smith, Sally *Contact Phone: 619/1 23-4567 Ext: 9999
Submit: 07/11/06 10:01AM Submitted By: Doe, Jane Site FAX:

Enter New Position Information

Effective Date: 07/01/2006 Months Worked: 10 Months
Job Code: 6000 Clerk Typist I School Site/Department: Traditional
Department: 0324 Roosevelt Middle School Summer/Intersession:
Location: 0324A Roosevelt Middle School Special Comp Required?
Position Type: Salaried Temporary
TempDate:

Additional Assignment Details
This is a test PAR.
New Position Number:

Combination Code	FTE		
0324000000023071502010000	1.000000	+	-

Comment History

Add a new comment
This is a test PAR.

Save Add Update/Display

Request New Position | Approvals

Additional Assignment Details

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

New Position Number

This field will be populated by Budget when the Position is created in PeopleSoft.

Combo Code (Budget Number)

Enter the combo code or use the magnifying glass to select the combo code that funds this position. If funded by more than one budget, insert a row by clicking the **+** and enter additional combo code(s). Entering multiple Combo Codes will result in the creation of an equal number of different Position Numbers. **If you do not know the Combo Code, leave this field blank.**

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. **If you left the Combo Code field blank, leave this field blank too. In that case, enter FTE information in the Add a new comment field.**

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, and type your comments. 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 any additional positions needed, as it shows your department's positions and FTE allocations.
- The discretionary budget must always be entered in the comments section (enter budget that the funds will be transferred from to pay for a position).
- Remember to use the summer/intersession field when the position is summer or intersession.
- Be sure to use the Add a new comment 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.
- Remember to check the Special Comp field if special comp is associated with the position. For example, the field would be checked if the position being requested is a Head Counselor, which has a stipend attached to the position.
- Remember to check the Temporary field if the position is temporary. In this case, an end date would be associated with the position.
- If multiple Combo Codes are entered, there will be multiple positions created; one for each Combo Code.

Actions and Reasons

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