

PAR Salary Change

Purpose: This is an EMPLOYEE PAR—Use to request a multiple component of pay (such as bilingual or shift differential) be added or removed from an existing employee, or to request a 5% Temporary Out of Class (TOC) be added or removed from an existing salaried employee who is taking on additional higher-level duties for a short period of time.

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.

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 the salary change takes effect.

EmplID

Enter the EmplID, or use the magnifying glass to find the employee ID for the person who will receive the salary change.

Action

Use the drop-down menu to select a valid action. Use the chart on the back to determine the valid actions associated with a Salary Change.

Reason

Use the magnifying glass to search for a valid reason. Use the chart on the back to determine the valid reasons associated with the reason for the Salary Change.

Temp Assign End Date

Use to indicate an end date for the Salary Change if TOC.

Select Employee Job to Apply Salary Change

Check the box next to the job to which the salary change applies.

Differential/Spec Comp Info

Use the magnifying glass to search for the comp rate code if this position qualifies for a pay differential.

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 documentation to support the addition of a differential or special comp.

Red = Required Fields

Notes

- 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 Add a new comment section to provide any details regarding the salary change. In the case of adding a TOC, for example, provide details as to why this TOC is needed (is this employee working on a special project, why is the TOC needed?).
- This PAR page will not be used by the sites for changing an employee's grade and step. That will be an HR/Salary Compensation function.

Actions and Reasons

<i>Action</i>	<i>Reason</i>	<i>Description</i>
Pay Rate Change	ADD	Add Pay Additive
Pay Rate Change	MCP	Multiple Component Pay
Pay Rate Change	TOC	Temporary Out of Class