

PR/C Quick Sheet

To locate the PR/C: Visit the [HRIS website](#) and click on the [Forms tile](#).

When to Submit a PR/C

PR/C	When and Where to Submit
Creating a new monthly position	These must be discussed with HR and associated to a budget by the Budget Office or Contracts and Grants Accounting Dept. Please allow for several business days for the position to be associated to a budget and activated in NBAPOSN . Position must be active prior to recruitment. Submit Final Approved PR/C via PASS AODocs to HRComp-group@pcc.edu.
Adjusting an existing position with no incumbent	These must be discussed with HR prior to submission. Please allow for several business days for changes to take effect. Position must be active in NBAPOSN prior to recruitment. Submit Final Approved PR/C via PASS AODocs to HRComp-group@pcc.edu.
Adjusting an existing position's FTE from Full-Time to Part-Time or vice versa with an active incumbent	These must be discussed with HR prior to submission. The PR/C must be submitted with the incumbent's JAF-M attached. Submit Final Approved PR/C via PASS AODocs to HRComp-group@pcc.edu.

Section 1 (Details about Position):

Select to set up new/activate position

Select to adjust for existing position

Select to adjust for existing position

Select to adjust for existing position

Select to adjust for existing position

SECTION I: Nature of request

☐ New Position
 ☐ FTE Change
 ☐ Supervisor Change
 ☐ Org. Code
 ☐ Fund Change

New Position Title If existing, locate in NBAPOSN

Regular (On-going) ☐ Temporary ☐ Begin Date: Effective Start Date End Date: If temporary, include

FTE: Current Include New Include, if changing Existing Position Number: If existing, locate in NBIPORG

Manager of Position Manager's Name Manager's Position # Locate in NBIPORG/NBIPINC Ext. Phone #

Department Department Name Manager's e-mail: Locate in Staff Directory

Completed by Name of Person Completing this Form Ext. Phone # E-mail Include Date Include today's date

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Note: For instructions on how to calculate FTE, visit the [Position Request / Change link on the HR Website](#).

Complete next section for new positions or increase in a position's FTE (DO NOT complete for faculty positions):

For a New Position OR an Increase in FTE, attach the following: (Disregard for Faculty positions)

- List major job duties beginning with those of greatest importance and ending with those of lesser importance, with approximate % of time spent on each. (Use increments of no less than 5%).
- List the minimum acceptable levels of skills, knowledge, formal education and experience required to meet the basic objectives of the position. Include any required licenses, registrations, certifications, etc.

Section II: Funding

Enter complete FOAP(s) every time. This is the source of funding for the position.

SECTION II: Funding Source and New Labor Distribution

Amount will be transferred *from* the following account(s)

Fund	Organization	Account	Program	Position #	FTE	Percent	Amount
				If applicable, enter old position number		Percent of funding to apply to FOAP (Total amounts to 100%)	Use Estimating Salary and Benefits tool (See Additional Resources)

☐ This request will be funded by: Enter entity funding position

☐ This request does not require new funding.

Amount will be transferred *to* the following account(s)

Fund	Organization	Account	Program	Position #	FTE	Percent	Amount
				Leave blank if creating new position		Percent of funding to apply to FOAP (Total amounts to 100%)	Use Estimating Salary and Benefits tool (See Additional Resources)

Describe the reason for the request (e.g. new program, increased workload):

Complete the FOAP(s) for the position.

Section III: Approval

- Executive approval is required for new temporary positions, increases in FTE by 25% or more and increases in funding.
- Executive Vice President (acting as District President designee) approval is required for all regular, on-going positions and new temporary positions at the manager level at or above Grade N

Additional Resources

[Emily McNamara, HR Business Process Specialist](#)
[Employee Class Breakpoints](#)
[Estimating Salaries and Benefits](#)

[Financial Services Directory](#)
[HR PR/C Page](#)
[Instructions for Calculating FTE](#)
[PCC Organizational Guide](#)

[Submitting HR Form via AODocs Process Guide](#)